

MINISTRY EVENT RESERVATION APPLICATION



To secure a date on the Church Calendar, please complete the following form and return to the Church Office. Please submit one sheet per event. You will receive a reply in your church mailbox or via email within 2 weeks of request submission. If you change the type of event previously approved, you **MUST** submit a new application. Thank you.

**Please complete and return to church office as soon as possible.
Your request will be reviewed and submitted to Pastor for consideration.**

Today's Date: _____

INDICATE AUXILIARY/MINISTRY: _____

Contact Person: _____ Phone: _____

Email Address: _____

Requested Date: _____ **Time:** _____

Service/Event description:

REQUEST RESERVATION OF THE FOLLOWING FCBC LOCATION:

Main Sanctuary Dining Room JW Thomas Hall SS Aud. Haines Annex

OFF-SITE EVENT: (IF THE EVENT WILL NOT BE ON FCBC CAMPUS, GIVE LOCATION BELOW)

Location: _____ Phone: _____

Additional Info: _____

FCBC OFFICE USE ONLY

Office Rec'd: _____

() Approved () Denied () More info needed: _____

Pastor's Signature: _____

Additional Notes: