



| |
|-------------------------------|
| Today's Date: _____ |
| Requested By: _____ |
| Contact Address: _____ |
| Contact Email: _____ |
| Contact Phone: _____ |

Please submit form at least 10 days before your event.

Your request will be lovingly processed in the order it is received and you should receive an email confirmation.

Event Description: _____

Highest Number of Attendees Expected: _____

PLEASE NOTE: *Unattended children under the age of 18 are not allowed on site at any time. They must be in the same room as adult supervisors.*

Date(s) of Event: _____

Sun M T W Th F Sat

If recurring, please mark all dates on calendar on the back side of this form.
Please do not include holidays or dates you will not be using the facility.

Event Times (please consider carefully so that church doors are not left unlocked unnecessarily):

| | |
|---|---------------|
| Set-Up Time (time doors unlocked): _____ Actual Time Event Begins: _____ Time Event is Over: _____ Out-of-Building Time (doors re-locked): _____ | Notes: |
|---|---------------|

| | |
|--|--------------------------------|
| Check All Rooms Requested: Conference Room <input type="checkbox"/> Fireside Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Youth Room <input type="checkbox"/> Worship Center <input type="checkbox"/> Nursery <input type="checkbox"/> Activity Center <input type="checkbox"/> 102-3 <input type="checkbox"/> 1002 <input type="checkbox"/> Other _____ (If classroom is needed - indicate attendance expected) | Room Set-ups Requested: |
|--|--------------------------------|

Table & Chair Requests

| | | | |
|---------------------------------|----------------------------------|---------------|--------------|
| 8'x3' rectangular tables: _____ | 60" diameter round tables: _____ | Chairs: _____ | Other: _____ |
|---------------------------------|----------------------------------|---------------|--------------|

Tech Requests

Audio (brief description): _____

Visual (brief description): _____

Other Interesting Equipment Requested

| | | | |
|-----|---|------|--------|
| Van | BBQ Grill <input type="checkbox"/> Gas <input type="checkbox"/> Charcoal | Tent | Other: |
|-----|---|------|--------|

Office Use

| | | | |
|---------------------|---|------------|---|
| Officiating Pastor: | <input type="checkbox"/> Confirmed: / / | Custodial: | <input type="checkbox"/> Confirmed: / / |
| A/V Technician: | <input type="checkbox"/> Confirmed: / / | Fee: _____ | Shelbied: / / Confirmed w/Requester: / / |

Grace Bible Church • 3625 S. 19th Avenue • Bozeman, MT 59718 • (406) 586-9782 • Fax (406) 586-3107 • gbcmt.org
 Email form to: kellyh@gbcmt.org

Please circle each date individually.
 (Remember not to include any holidays or dates you will not be using the facility.)

2018

May

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 29 | 30 | 31 | | | |

June

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

July

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

August

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

September

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

October

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November

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December

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| 23 | 26 | 27 | 28 | 29 | | |
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2019

January

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| 27 | 28 | 29 | 30 | 31 | | |

February

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| 24 | 25 | 26 | 27 | 28 | | |

March

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April

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May

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June

| Su | Mo | Tu | We | Th | Fr | Sa |
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July

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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August

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

September

| Su | Mo | Tu | We | Th | Fr | Sa |
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October

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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November

| Su | Mo | Tu | We | Th | Fr | Sa |
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December

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