

Facility Request Form



Date:
Name:
Email:
Phone:

Please submit form at least 10 days before your event.

Your request will be processed in the order it is received.

Email questions: kellyh@gbcmt.org

Brief Event Description: _____

Highest Number of Attendees Expected:

NOTE: *Please do not leave unattended children under the age of 18 on site at any time. Children must be in the same room as adult supervisor(s).*

Date of Event: _____ **→ If recurring, please mark all dates on calendar on back of this form.**

Su M T W Th F Sat (Please don't include holidays or dates you will not be here.) **→**

Event Times (please consider <i>carefully</i> so 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 locked): _____

Rooms Requested: _____ _____ _____ _____ _____	Room Set-up Request (include number of tables/chairs): _____ _____ _____ _____
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Tech Requests

Audio (short description): _____

Visual (short description): _____

Van & Other Interesting Requests

BBQ Grill <input type="checkbox"/> Gas <input type="checkbox"/> Charcoal	Tent <input type="checkbox"/>	Van <input type="checkbox"/> circle dates on other side	Other: _____
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Office Use Scribbles

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

2021 Calendar

January 2021							February 2021							March 2021							April 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					●	2	1	2	3	4	5	6	1	2	3	4	5	6						1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	●	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

May 2021							June 2021							July 2021							August 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5					1	2	3	1	2	3	4	5	6	7		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	●	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
30	●																										

September 2021							October 2021							November 2021							December 2021													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3	4						1	2						1	2	3	4	5	6						1	2	3	4
5	●	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11							
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18							
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	●	●	27	19	20	21	22	23	●	●							
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31									

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2022 Calendar

January 2022							February 2022							March 2022							April 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						●	1	2	3	4	5	1	2	3	4	5							1	2			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	●	19	20	21	22	23
23	24	25	26	27	28	29	27	28					27	28	29	30	31	24	25	26	27	28	29	30			
30	31																										

May 2022							June 2022							July 2022							August 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4					1	2	1	2	3	4	5	6					
2	3	4	5	6	7	8	5	6	7	8	9	10	11	3	●	5	6	7	8	9	7	8	9	10	11	12	13
9	10	11	12	13	14	15	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
16	17	18	19	20	21	22	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
23	24	25	26	27	28	29	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
29	●	31																									

September 2022							October 2022							November 2022							December 2022									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3						1						1	2	3	4	5						1	2	3
4	●	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17			
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	●	●	26	18	19	20	21	●	●	24			
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31				

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