

# Facility Request Form



<b>Today's Date:</b>
<b>Name:</b>
<b>Email:</b>
<b>Phone:</b>

**Please submit form at least 10 days before your event.**

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

Email questions: [scheduling@gbcmt.org](mailto:scheduling@gbcmt.org)

**Brief Event Description:** \_\_\_\_\_

**Highest Number of Attendees Expected:** \_\_\_\_\_

**PLEASE NOTE:**

**CHILDREN UNDER THE AGE OF 18 MUST BE SUPERVISED AT ALL TIMES.**  
Children must be in the same room as adult supervisor(s).

**Date of Event:** \_\_\_\_\_

**Recurring?**

☐ Su ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sat

If recurring, please check box and mark all dates on the next page.

**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):

## Tech Requests

☐ **Audio:** Level 1: Two mics, phone hookup  
Level 2: Instruments, additional mics, etc

**Other Audio Notes:** \_\_\_\_\_

☐ **Visual:** Screen Projection (lyrics, powerpoint, etc)  
Video Recording

**Other Video Notes:** \_\_\_\_\_

## Van & Other Interesting Requests

**BBQ Grill**  
☐ Gas ☐ Charcoal

**Tent** ☐

**Van** ☐  
circle dates on other side

**Other:**

## Office Use

<b>Officiating Pastor:</b>	<input type="checkbox"/> Confirmed: / /	<b>Informed Custodial:</b> / /
<b>A/V Tech:</b>	<input type="checkbox"/> Confirmed: / /	<b>Fee:</b> eSpace'd: / / <b>Confirmed w/Requester:</b> / /

Grace Bible Church · 3625 S. 19th Ave · Bozeman, MT 59718 · (406) 586-9782 x27 · Fax (406) 586-3107 · [gbcmt.org](http://gbcmt.org)

Form may be emailed to: [scheduling@gbcmt.org](mailto:scheduling@gbcmt.org)

# 2023 Calendar

January 2023							February 2023							March 2023							April 2023						
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	6	7				1	2	3	4				●	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						

May 2023							June 2023							July 2023							August 2023						
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	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	●	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	●	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

September 2023							October 2023							November 2023							December 2023						
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	1	2	3	4	5	6	7				1	2	3	4						1	2
3	●	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	●	●	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	●	26	27	28	29	30
																					31						

# 2024 Calendar

January 2024							February 2024							March 2024							April 2024						
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	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
														31													

May 2024							June 2024							July 2024							August 2024						
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		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				