



COLLEGE HEIGHTS BAPTIST CHURCH

2100 Nashville Pike, Gallatin, TN 37066 Telephone: 615-452-4952 Fax: 615-452-4900

GENERAL REQUEST FORM

In order to reserve building space or calendar times please complete the following form and submit to the church office. The information will be reviewed, and you will be notified of approval or reason for denial. Thank you.

Please mark one: [] Building [] Calendar (to put event on calendar without reserving space)

Please complete all information requested

Date Submitted: Request taken by:

Requested by: Contact Number:

Name of Event:

Church Event?: Y or N (If Non Church Event a fee is required. Typically \$25 per hour except Weddings.) Church Events are typically hosted by church members for church members.

Facilities Requested: Worship Center [] Student Center [] Classroom [] Room # Gym [] Cafeteria [] Kitchen []

Day of Week: Date: Begin Time: AM PM End Time AM/PM

Decorating/Prep Time Required? Y or N If yes, when?

Set Up Required? Y or N If yes, must attach a drawing of table/chair layout. Please note if tables/chairs will need to be moved from other areas)

Key Needed? Y or N If yes, give arrangements for giving and returning key.

Special Instructions:

Office Use

Reviewed By: Date:

Approved [] Denied [] Reason:

Added to Calendar as Tentative Added as Approved

Distribution:

Original -Custodian (Setup)

Copy-(File)

Copy-Originator (Info)