



Carson-Newman University Church Facility Request Form

All Carson-Newman events are pre-approved at the beginning of the school year. If your event is an addition to the Carson-Newman University Schedule of Programs and Meetings, your event must: 1) first be approved in advance by the university; 2) be requested in writing on the appropriate Church Facility Request Form having received the signature of the designated liaison for the university's use of the church facilities; and 3) be submitted at least thirty (30) days in advance of the requested event.

DATE OF ACTIVITY _____ EVENT _____

Organization Affiliation _____

Person Making Request _____

Phone _____ Email Address _____

Time of Activity (please include set-up time/s needed and/or practice times if needed) _____

Number of Persons Involved _____

THE FOLLOWING ROOMS WILL BE NEEDED (PLEASE CHECK)

- | | |
|--|------------------------|
| _____ Sanctuary | _____ Sanctuary Foyer |
| _____ Fellowship Hall | _____ Media Center |
| _____ Kitchen for general use (no cooking) | _____ Parlor |
| _____ Kitchen with cooking * | _____ Youth Room (214) |
| _____ Classroom(s) Room Number(s) _____ | |

* If cooking in the kitchen please explain extent of cooking and menu below:

- To be determined:
- _____ Nursery
 - _____ Sound Technician
 - _____ Dishwasher

If assistance is needed by FBC custodial staff, please use this space to describe set-up required.

IS SOUND REQUIRED?

If yes, you are responsible for contacting a member of the FBC Audio Committee as soon as possible: Tom O’Neal (475-4212, home), Truett Patterson (475-4450, home), John Purdom (475-8567, home).

Please complete and return this request form to William R. Rosser (brosser@fbcjeff.com), First Baptist Church Business Administrator. No event will be placed on the church calendar until approved by the church staff. You will receive approval/denial of your request within one (1) week.

SIGNED _____ DATE SUBMITTED _____
Person Making Request

SIGNED _____ DATE SUBMITTED _____
Chad Morris, Carson-Newman University Liaison to FBC

SIGNED _____ DATE APPROVED _____
William R. Rosser, First Baptist Church

Additional Notes:

First Baptist Church Office Use Only	
_____ Date Custodians Notified	<i>Please initial</i> By _____
_____ Date Kitchen Hostess Notified	By _____
_____ Date of Placement on Calendar	By _____
_____ Date Children’s Minister Notified	By _____