

Facility & Event Use Request Form

Planning an event or ministry activity at FBCNT? Please complete this form to request use of the church facility and identify the ministries or support teams needed for your event.

Submission of this form is a request only and does not confirm or approve the event or facility reservation. Please allow sufficient time for church leadership to review and coordinate your request.

Requestor Information

Name: _____

Ministry/Organization: _____

Phone: _____

Email: _____

Church Member: ☐ Yes ☐ No

Ministry Leader/Pastor Responsible for Event: _____

Event Information

Event/Activity Name: _____

Purpose/Description of Event:

Requested Date: _____

Event Start Time: _____

End Time: _____

Setup Start Time: _____

Estimated Attendance:

Facility/Room Requested:

☐ Sanctuary

☐ Stalnaker Hall

☐ Kitchen

☐ Classroom/Meeting Room

☐ Fellowship/Common Area

☐ Other: _____

Specific room(s), if applicable: _____

Setup & Facility Needs

Please describe your requested room setup, including tables, chairs, podiums, decorations, equipment, or other special arrangements:

Will food or refreshments be served? ☐ Yes ☐ No

Will the kitchen be used? ☐ Yes ☐ No

Will outside vendors/caterers be present? ☐ Yes ☐ No

If yes, please provide details: _____

Ministry & Support Coordination Checklist

Please check every ministry or support area that will need to be notified or involved.

☐ **Kitchen**

food preparation, serving, kitchen access or equipment

☐ **Sound/Media**

microphones, audio, video, screens, livestream or presentations

☐ **Building Access**

unlocking/locking the church and facility access

☐ **Security**

security presence or special safety considerations

☐ **Church Beautiful**

decorations, sanctuary/facility appearance or special setup

☐ **Ushers**

seating, sanctuary assistance and worship/event support

☐ **Membership**

member coordination or congregational support

☐ **Greeters**

welcoming guests and providing directions

Other: _____

Additional instructions or special needs:

Requestor Acknowledgment

- ☐ I understand that submitting this form does not constitute approval of my event or reservation of the requested space.
- ☐ I understand that the requested date, time, location, and support services are subject to availability and approval by the appropriate church leadership.
- ☐ I agree to follow First Baptist Church North Tulsa policies regarding facility use, building access, security, cleanup, kitchen use, and church property.

Requestor Name: _____ **Date Submitted:** _____

Please submit this completed form to the Church Office in person, or mail/email to firstbaptistnt@att.net.