

**Harp's Crossing Baptist Church – Hollonville Campus**  
6740 Hwy 362 West, Williamson, GA 30292  
Office – 770-229-8085  
Fax – 770-229-4541

**Calendar/Building Use Request Form**

**This form has been created in an effort to properly record and coordinate all activities and events at the church, and to prevent any major conflicts on the calendar and in the use of the buildings. This form must be approved for an activity or event to be calendared and/or the use of church facilities scheduled.**

Today's Date \_\_\_\_\_

Name of Group/Organization \_\_\_\_\_

Request made by \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Event \_\_\_\_\_

Actual Event Time \_\_\_\_\_ To \_\_\_\_\_

If needed: Set-up Date \_\_\_\_\_ and Time \_\_\_\_\_ To \_\_\_\_\_

Activity Leader's Name \_\_\_\_\_

Is this an ongoing activity? **(Circle)** Yes No If Yes, approx. end date: \_\_\_\_\_

Dates ongoing activity will NOT meet: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Purpose of Meeting/Activity \_\_\_\_\_

If Promotional Information is needed please email [anewton@harpscrosing.com](mailto:anewton@harpscrosing.com)

Room(s) Requested \_\_\_\_\_

Equipment Requested **(SEE BELOW)** \_\_\_\_\_

**\*Examples of Equipment include:**

**vans for transportation, tables, chairs, TV, VCR, DVD, Sound, Video Projection, etc.**

**\*If video and/or audio equipment is needed (all music and sound, and/or video projection to be played) this information must be provided to the AV Team no later than one week before the event.**

**\*Sound and video tests must take place at least one hour before the event**