**Harp’s Crossing Baptist Church – Hollonville Campus**

**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**

**Date of Event

Request made by       Phone

Leader’s Name       Organization**

**Email Address**

**Purpose of Meeting/Activity**

**Actual Event Time       To**

**\*\*Please note…Doors will be unlocked 30 minutes prior to and remain unlocked 30 minutes into event, unless prior arrangements are made.**

**Set-up Date       and Time       To**

**Is this an ongoing activity?** [ ]  Yes [x]  No  **If Yes, approx. end date:**

**Dates ongoing activity will NOT meet:       Estimated Attendance**

**If Promotional Information is needed please email** ghattchett@harpscrossing.com

**Room(s) Requested**

**Equipment Requested (SEE BELOW)

\*Examples of Equipment include:**

**vans for transportation, tables, chairs, TV, 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**

 Form Updated 2021