

Harp's Crossing Baptist Church – Fayetteville Campus
770-461-5318
Calendar/Building Use Request Form 2021

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? **(Circle)** Yes No If Yes, approx. end date: _____

Dates ongoing activity will NOT meet: _____ Estimated Attendance _____

If Promotional Information is needed please email anewton@harp crossing.com

***This Event will require an online registration (circle) Yes No**

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**