

**SOUTH PARK BAPTIST CHURCH  
CALENDAR SCHEDULE & BUILDING USE FORM**

This form must be completed before any event  
is announced or written on calendar, and fees may apply.

**DUE TO THE FACT WE HAVE A PERSON IN OUR CHURCH FAMILY WHO IS SEVERELY ALLERGIC TO THE DUST OFF OF NATURAL RUBBER LATEX PRODUCTS (ESPECIALLY BALLOONS), WE ARE ASKING THAT YOU DO NOT USE LATEX BALLOONS FOR DECORATIONS AS YOU PLAN YOUR EVENT HERE AT SPBC. MYLAR BALLOONS ARE ACCEPTABLE. Initial \_\_\_\_\_**

**DATE SUBMITTED:** \_\_\_\_\_

**DATE OF ACTIVITY:** \_\_\_\_\_

Time of activity: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**PERSON(S) IN CHARGE:** \_\_\_\_\_

Is activity for church member? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you need a loan key? Yes \_\_\_\_\_ No \_\_\_\_\_

**CONTACT NUMBER:** circle one cell/home \_\_\_\_\_

**DEFINE ACTIVITY:** \_\_\_\_\_

Number of people involved in activity: \_\_\_\_\_

**CHECK ONE THAT WILL APPLY:**

CALENDAR ONLY \_\_\_\_\_ BUILDING USE & CALENDAR \_\_\_\_\_

Time for building to be open for activity: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Indicate the rooms needed: Auditorium, Fellowship Hall, Kitchen, Youth or Classroom(s)

Please remember that each room at South Park is used multiple times through the week.

Therefore you must set up your own room and reset it back the way you found it.

- If you need any thing put in the bulletin or on the web site please write a brief paragraph making sure to include complete information such as What, When, Where, Who (contact) etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY:**

Approved by and date: \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_