

**SPECIAL EVENTS REQUEST FORM
BETHANIA MORAVIAN CHURCH**

Name/Organization: _____ Date: _____

Date Needed: _____ Times: _____ Time of Event: _____

Any preparation the day or days before? _____ Yes _____ No

If yes, what days? _____

How many people will attend? _____ What is the purpose of the event? _____

Please check below the areas or spaces needed:

Sanctuary _____ Coffee Kitchen _____ Old Coffee Kitchen _____ Classroom(s) _____ Other _____

Main Floor: Kitchen _____ Fellowship Hall _____ Ice _____

Lower level: Kitchenette _____ Assembly Room _____ Classroom(s) _____

Picnic Shelter _____ Parking Number _____ List any other information _____

Contact Person: _____

Telephone Number: (Day) _____ (Evening) _____ (Cell) _____

Email: _____ Address: (if no email) _____

It is extremely important that you understand that filling out this form does not guarantee you the space nor date! The Board of Elders must approve all requests. You will be notified and the event put on the calendar when approved. Please allow enough time for this process, as the board meets only once monthly. The Rules and Regulation form must be signed and attached to this request or your event will be turned down. Your request must be turned into the church office!

If your event is a fundraiser with a meal being served, you must also attach a completed Application for Exempt Temporary Events form from the Forsyth County Department of Public Health. The Church Office will mail this form which is due 30 days before the event.

If your event is cancelled, please call and report this to the Church's administrative assistant at (336) 922-1284 as soon as possible. Failure to do so may cause problems for others wanting to use the facilities.

Thank you for your cooperation!

For Office Use Only: Date Received _____ Received by _____

Rules signed & turned in _____ If not, mailed copy of R&R on _____

Date Reviewed by Board _____ Approved _____ Disapproved _____ Date put on calendar _____

Chairman of the Bd. of Elders signature _____