

# Event Request Form



Brentwood Baptist

## SECTION 1 – To be completed by the ORGANIZATION requesting event. Submit Section 1 to SPONSORING MINISTER.

### ORGANIZATION INFO

Name \_\_\_\_\_ Website \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Profit     Non-profit     Individual

### EVENT INFO

Name/Theme \_\_\_\_\_ Event Date \_\_\_\_\_ Start & End Time \_\_\_\_\_  
Brief Description \_\_\_\_\_ Setup/Load-In Date \_\_\_\_\_ Start & End Time \_\_\_\_\_  
Estimated Attendance \_\_\_\_\_  
Admission Type:     Open to Public     Free with RSVP     Paid/Ticketed

**Requested Space –** Worship Venue/Classrooms  
*Please list the space you are requesting including worship venue, classrooms, etc.*

**Support Services –** Media, Food, Childcare  
*Please list support services you are requesting including Media, Food Services, etc.  
(Please attach separate request form for support services.)*

- I have read and affirm the Brentwood Baptist Church Facility Management Policy (available upon request).
- I have signed the required forms from the Facility Management Policy and am submitting them to SPONSORING MINISTER along with Section 1.  
*(For a copy of the Facility Management Policy or for assistance with required forms, contact FACILITIES DEPT at 615-324-6110).*

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## SECTION 2 – To be completed by SPONSORING MINISTER. Submit Sections 1 and 2 to FACILITIES DEPT.

I confirm the following:

- No major conflict with regularly scheduled Sunday/Wednesday events or with Brentwood Baptist Church Key Dates calendar.
- All event details have been submitted and approved in ServiceU.  
*If displacing existing event already in ServiceU, list the event and the minister who agreed to move it.*
  
- Aligns with current Brentwood Baptist Church Acts 1:8 Ministry Plan strategies (explain below)
- OR aligns with current Department goals/objectives (explain below)
- OR requesting event for another reason (explain below)
  
- Sponsoring Minister has read Brentwood Baptist Church Facility Management Policy
- Sponsoring Minister accepts responsibility to ensure compliance with Facility Management Policy and to be held accountable for the event.

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## SECTION 3 – To be completed by FACILITIES DEPT. If Senior Leadership approval required, submit Sections 1, 2 & 3 to EXECUTIVE PASTOR.

FACILITIES DEPT confirms:

- SLT approval required if any of the following requested: any worship venue OR more than two meetings rooms AND more than two days in a row.

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## SLT ACTIONS – Return to FACILITIES DEPT and SPONSORING MINISTER.

- Approved
- Approved with conditions:
- Declined due to resource availability
- Declined due to misalignment with Brentwood Baptist Church mission/goals/philosophy