

ORCHARD KNOB MISSIONARY BAPTIST CHURCH

FACILITY USAGE REQUEST FORM

OKMBC ACTIVITY ☒
 COMMUNITY ACTIVITY ☐
 OTHER ☐

ROUTE TO:

(1) Secretary _____
 (2) Facilities _____
 Committee _____

DESCRIPTION OF ACTIVITY/EVENT Singles' Ministry Meeting
 DATE REQUEST SUBMITTED 7-27-2022
 DESIRED DATE/TIME Aug 16, 2022 - 6:00-7:00
 OPTIONAL DATE/TIME Aug 23, 2022 6:00-7:00
 NUMBER OF PEOPLE ANTICIPATED 10
 NUMBER OF TABLES NEEDED? _____ (6-8 chairs per table)
 NAME OF HOSTING MINISTRY/ORGANIZATION Singles
 PRESIDENT/CHAIRPERSON/LEADER Diane Williams
 CONTACT PERSON Diane Williams
 PHONE NUMBER 423-280-2485
 E-MAIL ADDRESS angie1092299@yahoo.com

WHAT AREA(S) OF THE CHURCH WILL BE USED?

Sanctuary	_____	Classroom(s)	_____
Chapel	_____	Conference Room	_____
Fellowship Hall	_____	Library	<input checked="" type="checkbox"/>
Kitchen	_____	Education Wing	_____
Bride's Room	_____	All Areas Listed	_____
Bridesmaid Room	_____	Other (Specify)	_____

WILL YOU NEED TO DECORATE IN ADVANCE? N/A
 IF YES, PLEASE IDENTIFY _____

WILL FOOD BE SERVED? NO
 CATERED? _____ PREPARED IN THE KITCHEN? _____

WILL YOU REQUIRE THE USE OF A PODIUM? NO

WILL YOU REQUIRE THE USE OF MEDIA EQUIPMENT/ SERVICES? NO

Microphone(s)	_____	DVD Player	_____
Computer	_____	CD Player	_____
Projector/Screen	_____	Technician(s)	_____

WILL YOU REQUIRE PARKING SECURITY? NO

For Facilities Committee Use Only:

Deacon Chairman _____ Trustee Chairman _____

APPROVED _____ DENIED _____ OTHER _____ DATE _____

Official Copy Revised 8/4/2014

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