



# FIRST BAPTIST CHURCH

At the heart of Kingman with the KING at heart.

200 E C Ave  
Kingman, KS 67068  
620.532.3797  
kfb2@yahoo.com

## Calendar Request Form

*Complete and turn in to the Office. Please allow 5-7 Days before Calendar Request Form is processed and a decision made. More Information May be Requested for Decision. A Request Does Not Guarantee Approval. Please complete any other forms as necessary for your event.*

Today's Date: \_\_\_\_\_ Person Making Request: \_\_\_\_\_

Event Name: \_\_\_\_\_

Description of Your Event

Date \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_  
If offsite, substitute departure time and returning time.

Regularly Occurring [Start Date \_\_\_\_\_ / Stop Date: \_\_\_\_\_]

Location of Event: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Rooms Needed: \_\_\_\_\_

- Location has been secured, if off campus
- Building Use Form (and payment) information attached

Audio/Visual Needs: \_\_\_\_\_

Other Needs (promotion, cost, etc): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### For Office Use Only

- Request Denied
- Further Information Requested
- Request Accepted

Office Signature \_\_\_\_\_ Date: \_\_\_\_\_