

**Timothy Baptist Church
General Facility Request Form**

This form must be submitted at least four weeks prior to the requested date.

Date of Event _____

Your Name _____

Church Affiliation _____

Contact Number _____

Contact Email _____

Describe the Event _____

Requested Area _____

How Many People _____

Time of Arrival _____ Time of Departure _____

Please include any special layout requests by providing a legible diagram.