



Myrtle Baptist Church
21 Curve Street
West Newton, MA 02465
(617-332-5870)
www.myrtlebaptist.org

PLEASE PRINT

CONTACT INFORMATION

Contact Name: _____

Organization Name/Event Name _____

Telephone: _____

Email: _____

EVENT INFORMATION

Date of Event: _____

Is this a reoccurring event? _____

If Yes START DATE _____ END DATE _____

Type of Event: _____

Space Requested: (Please check all that apply)

___Sanctuary ___Agape Room ___Louis Ford Hall ___Kitchen

___Classroom #1 ___Classroom #2 ___Classroom #3 ___Classroom #4

NEEDS

Room Set Up :

Tables: Number: _____

Chairs: Number: _____

Ministerial Leadership Team

Minister _____ Deacon _____

Music Ministry:

Pianist _____ Organist _____ Choir / Group _____ Other Musicians _____

Ushers Ministry Number: _____

AV /Media Ministry:

Microphones: Number: _____

Stands: Number: _____

Attendant: Yes _____ No _____

Other:

For Office Use ONLY:

Date Received: _____ *By Whom:* _____

Approve _____ *Denied* _____ *Reason for Denial* _____ *Initials* _____

Date Set Up Crew Notified: _____ *Date Confirmed:* _____

Date Ministerial Team Notified _____ *Date Confirmed:* _____

Date Media Ministry Notified: _____ *Date Confirmed:* _____

Date Music Ministry Notified: _____ *Date Confirmed:* _____

Date AV/Media Ministry Notified: _____ *Date Confirmed:* _____

*****Please understand that any scheduled event can be cancelled if deemed necessary by the Pastor or Church Leadership. You will be notified of any change as soon as possible.*