



# Shiloh Baptist Church

740 W. Locust Street, York PA, 17401 – Phone: 717-854-2547

*“A Church Determined to Know Christ in Excellence”*

Dr. Larry T. Walthour II, Senior Pastor

## FACILITY SPACE REQUEST FORM

**PLEASE SUBMIT 14 DAYS IN ADVANCE OF REQUESTED DATE**

Today’s Date: \_\_\_\_\_ Ministry Individual: \_\_\_\_\_

Type of Activity (*Meeting Fellowship etc.*) \_\_\_\_\_

One Time Event Date: \_\_\_\_\_

*(Please include all time needed for setup and cleanup)*

Preparation/Event time: \_\_\_\_\_ Event End Time/Cleanup: \_\_\_\_\_

Reoccurring Event: \_\_\_\_\_ (*ex. every other week, monthly*)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*(Please include all time needed for setup and cleanup)*

Preparation/Event Start Time: \_\_\_\_\_ Event End Time/Cleanup: \_\_\_\_\_

*\*All activities are to be scheduled between the hours of 8:30 a.m. - 8:00 p.m. Monday through Friday and between 9:00 am and 2:00 pm Saturday*

### Room(s) requested (check the spaces needed):

Fellowship Hall \_\_\_\_\_ Sanctuary \_\_\_\_\_

\_\_\_ Asher \_\_\_ Joseph \_\_\_ Benjamin \_\_\_ Dan \_\_\_ Judah \_\_\_ Levi \_\_\_ Hannah  
\_\_\_ Issachar \_\_\_ Ephraim \_\_\_ Rueben

### Equipment needed and indicate quantity (please check):

\_\_\_ Tables \_\_\_ Chairs \_\_\_ Mic \_\_\_ Podium \_\_\_ Television  
\_\_\_ VCR \_\_\_ Overhead Projector \_\_\_ Easel \_\_\_ Dry Erase Board \_\_\_ Other

\_\_\_ Number of People Attending

### Room Setup:

\_\_\_ Square \_\_\_ Circle \_\_\_ Oblong \_\_\_ Staggered \_\_\_ Chairs only \_\_\_ Table & Chairs  
\_\_\_ Other

*\*Special instructions and/or variations to Standard Setups should be submitted on a separate sheet with detailed instructions and a sketch/drawing. If special instructions do not accompany request, a standard setup will be used.*

Ministry Division Leader Approval: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Signature of person responsible: \_\_\_\_\_

*By signing above you agree to complete reasonable cleanup of the area used. Failure to do so will result in future space requests being denied.*