

Temple Baptist Church  
**Building Request Form**

Directions: Please complete this form and turn it into TBC's office. The office staff will notify you once your request has been processed.

Organization:

Person Making Request:

Address:

Phone:

Cell:

Email:

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Event Name:

Date(s):

Time(s):

Number of People:

Room(s) Requested (please circle):

Sanctuary   Nursery   Toddler Room   Fellowship Hall   Kitchen   Parlor

Sunrise   Fireside   Elementary Room   Jr High Room   Sr High Room

Other Information:

**Note:** You are responsible for the set up and clean up of the rooms used.

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(Please do not write below this line.)

Request Approved:

Request Denied:

Modification(s) needed for approval:

Fee Charged:

Notes: