

**Baker Memorial United Methodist Church
Building Usage and Communication Request**

Today's Date: [Click here to enter a date.](#)

Event Date: [Click here to enter a date.](#)

Your Name: [Click here to enter text.](#) Phone: [Click here to enter text.](#) E-mail: [Click here to enter text.](#)

Event Name: [Click here to enter text.](#) Group: [Click here to enter text.](#)

Start Time: [Click here to enter text.](#) End Time: [Click here to enter text.](#)

Time In Bldg: [Click here to enter text.](#) Time Out of Bldg: [Click here to enter text.](#)

Publication Start: [Click here to enter a date.](#) Publication End: [Click here to enter a date.](#)

Desired Channels: [Choose an item.Weekly Word](#) [Choose an item. Announcements](#)
[Choose an item.Website](#) [Choose an item.Carillon](#) [Choose an item.Social Media](#) [Choose an item.Local Media](#)

Target Audience (who should see this): [Click here to enter text.](#)

What do you want people to do after reading this? [Click here to enter text.](#)

Message: [Click here to enter text.](#)

Rooms Requested: Sanctuary Chapel Baker Hall Library Wiley Hall Kitchen Parlor
Upper Conference Room Nursery Youth Room Classrooms

Set-Up: # of Rectangular Tables: _____ # of Circular Tables: _____ # of Chairs: _____

Will there be Food? _____

Other (Mic, projector, etc.): Use form back to draw set-up if desired. For digital submission, attach drawing to email.

[Click here to enter text.](#)

NOTE: If deposit/fees are required, someone in the church office will contact you.

OFFICE USE ONLY

Approved | Date: [Click here to enter a date.](#) | Deposit (if applicable) | Date: [Click here to enter a date.](#)
 Distribution: Calendar Communications Facilities Maintenance File