

Immanuel Baptist Church - Building Usage Request

Date Submitted: / / By:	
Name of Event / School, etc.:	
Date:	From: / / To: / /
Reserve Time:	From: To:
Event Time:	From: To:
Room/Rooms Requested:	
Set Up Needs: (please specify) chairs, tables TV/VCR, sound tech, etc Set Up Diagram: (attach separate sheet)	
Contact person(s):	
Address:	
Phone number:	
E-mail address:	
Member:	
Approved:	
How Many Expected to Attend:	
Fee:	
Comments:	
Announce In: (Bulletin, Pulpit, Link, Other)	
For Office Use Only	
Comments:	
Special Notes:	
Confirmation Date:	/ /
Security/Building Lock up:	
Approved by:	Date:

For questions concerning your request contact:
 April Powell – apowell@ibcwichita.com or Angela Barton – abarton@ibcwichita.com

Immanuel Baptist Church
 1415 S. Topeka St.
 Wichita, KS 67211
 Phone: 316-262-3939 Fax: 316-262-4704
 Special note: Your event will NOT be put on the calendar
until request form is submitted and approved.