



STONEWALL BAPTIST CHURCH

807 EATMAN STREET
BOSSIER CITY, LA 71111

WEB: WWW.STONEWALLBAPTIST.ORG

PH: (318) 742.0807

FAX: (318) 742.0871

EMAIL: THEWALL@STONEWALLBAPTIST.ORG

REQUEST FORM

To Be Completed Only If Your Event Has Been Approved and Logged by
Stonewall Baptist Church Administrative Staff

Date of Request: _____ Church Ministry: Yes or No Ministry: _____ Meeting/Event Type: _____

Name of Leasee: _____ Contact Number(s): _____ Number of guest: _____

Date(s) of Event: _____ Area(s) Requested: Alex Ross Scott FH ___ SBC Sanctuary ___ FLC ___

SPECIAL REQUEST(S)

- Security Officer _____
- * Audio Equipment _____
- Musical Equipment _____
- Overhead Projector _____
- * Video Equipment _____
- Tables _____
- Chairs _____
- Cleaning Equipment _____
- * Dry Erase Board _____
- * Posters (Ministry ONLY) _____
- * Programs (Ministry ONLY) _____
- * Pictures (Ministry ONLY) _____
- * Powerpoint Presentation (Ministry ONLY) _____
- * DVD Presentation (Ministry ONLY) _____
- * Tablecloths (Ministry ONLY) _____
- * Decorations (Ministry ONLY) _____
- * Copies (Ministry ONLY) _____
- * Office Supplies (Ministry ONLY) _____
- * Laptop Computer (Ministry ONLY) (MUST SIGN IN & OUT) _____

Special Notes:

Be sure your event/meeting is annotated on the church calendar. Please draw a diagram for setup of your event on the back of form.

*An equipment operator may be required. Please give at least a two week notice.

Revised 19 Aug 2015