

Event Form

Attention all members/ministries: If you are having an event, after normal worship service or any day of the week that is not associated with normal choir practices or meetings, please fill out the information needed below and return to Jerry Overby.

(Form needs to be submitted at least one month in advance)

****Please note that due to COVID19 or other factors resulting in the closing of the Church or limiting its access, you must adhere to the Church regulations in place at the time of your activity.****

Today's Date: _____

Date church needs to be opened: _____

Time church needs to be opened: From: _____ Until: _____

Name: _____

Telephone Number (in case you need to be reached): _____

Name of Ministry and/or Event: _____

Person Responsible for Event: _____

Do you need audio? _____

Will you need to have access to the kitchen? N/A _____

Will you need to use the stove in the kitchen? N/A _____

Need more information or clarification?

Please contact:

Tanya Thorpe at 804 513-9950 or Jerry Overby at 804 928-4614

Internal Use:

Staff notified / given copies - ☐ Herschel Jones or Welton Smith, Sr.

☐ Clerk's Office ☐ On Calendar ☐ Filed

☐ Steering Committee Chair or designee