

# FACILITY REQUEST - General

Confirmation Code: 103424370

1. Read our [Facility Policy \(https://immanuelbiblechurchsaginaw.org/documents/GeneralPolicy\\_Facility\\_Use.2022pdf.pdf\)](https://immanuelbiblechurchsaginaw.org/documents/GeneralPolicy_Facility_Use.2022pdf.pdf), which includes a list of rental fees. (Fees are waived for IBC ministry events.)
2. Use our [facility reservation calendar \(https://www.immanuelbiblechurchsaginaw.org/resources/facility/\)](https://www.immanuelbiblechurchsaginaw.org/resources/facility/) to help you choose a date for your event.
3. Fill out the form below.
4. If your event is approved, complete your reservation by following the instructions in the approval letter to pay the rental fees if applicable.

Thank you!

## GENERAL INFORMATION

Today's Date	11/02/2022
Name	Connie Bradley
Organization (if applicable)	
Email	cfbradley77@gmail.com
Phone	989-573-4495
Are you a member of Immanuel Bible Church?	Yes

## EVENT DATE AND TIME

Date of Event	01/21/2023
Start Time of Event	12:00 pm
End Time of Event	2:00 pm
When do you plan to set up for Event?	10:00 am

## EVENT DETAILS

Which areas of the facility will you be using? (select all that apply)	Fireside Room
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\*Education Wing: list room(s) you will use? [#1-11]

Type of Event	Bridal/Baby Shower
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\*If other, please describe

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For whom is the Event planned (if applicable)	Lydya (Bradley) Pierpont
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Please provide a summary of your Event's activities	Eating and playing shower games and opening shower gifts
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Are you charging fees for any aspect of your Event?	No
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Total expected attendance	40
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Will you need tables and chairs set up?	Yes
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If yes, how many tables and chairs?	5 tables 8 chairs per table
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#### ADDITIONAL INFORMATION

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Any additional information, needs, or requests not listed?	
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I have read and am familiar with the policy for facility use.	Yes
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