

Scottsdale Bible Church

Facility Request Form

Scottsdale Bible Church (SBC) has established event booking policies for external groups desiring to use the church facilities. In order to understand your request completely, please complete the information below and submit to Paul Newman, Interim Director of Facilities at pnewman@sbcas.org. Requests need to be submitted at least three weeks in advance of the event and will be reviewed each Monday morning. Room availability will be determined once the request form is submitted and approved.

Name of Group: _____ Today's date: _____

Point of Contact: _____

Phone Numbers: (h) _____ (c) _____

Date/Dates of Event: _____

Please identify your external group below:

-Affiliated ministry: _____

-Non-profit or civic organization: _____

If neither of these categories describes your group, then identify the SBC ministry or significant SBC leadership affiliated with your external group: _____

Has this ministry director been notified of your request? _____

Describe the nature and purpose of the event: _____

Size of the event: _____

Does your group have the ability to provide \$1,000,000 in liability insurance listing SBC as an additional insured? _____ If the answer is "yes", and your request is approved, evidence will need to be supplied immediately after the approval is granted.

Specific room(s) requested and campus: _____

Equipment required? _____ Sound tech required? _____

Set up required? _____ If "yes", describe: _____