

# SOUTH SPRING CALENDAR REQUEST FORM

FORM MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO YOUR EVENT  
WE CANNOT GUARANTEE DATES REQUESTED OVER 6 MONTHS IN ADVANCE

Title of event: \_\_\_\_\_ SSBC Member Name: \_\_\_\_\_  
Date(s) wanting to reserve (Include day of the week): \_\_\_\_\_ Number expected: \_\_\_\_\_  
Time of event: \_\_\_\_\_ to \_\_\_\_\_ Time doors unlock: \_\_\_\_\_ Time doors lock: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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Area/Rooms Requested: (CHECK ALL THAT APPLY)

## Main Building

Great Room (Sanctuary) \_\_\_\_\_ Stage \_\_\_\_\_ Kitchen \_\_\_\_\_ Lobby \_\_\_\_\_

Room #1 \_\_\_\_\_ Restrooms \_\_\_\_\_ Patio \_\_\_\_\_

## Preschool Ministry Building (Old Children's Bldg.)

Lobby \_\_\_\_\_ Restrooms \_\_\_\_\_ #101 \_\_\_\_\_ #102 \_\_\_\_\_ #103 \_\_\_\_\_ #104 \_\_\_\_\_

#105 \_\_\_\_\_ #106 \_\_\_\_\_ #107 \_\_\_\_\_ #108 \_\_\_\_\_ #109 \_\_\_\_\_ #110 \_\_\_\_\_

2nd Floor Lobby \_\_\_\_\_ Restrooms \_\_\_\_\_ #201 \_\_\_\_\_ #202 \_\_\_\_\_ #203 \_\_\_\_\_

#204-205 \_\_\_\_\_ #206 \_\_\_\_\_ #207 \_\_\_\_\_ #208 \_\_\_\_\_ #209 \_\_\_\_\_ #210 \_\_\_\_\_ #211 \_\_\_\_\_

## Grade School Ministry Building (New Bldg.)

#101 \_\_\_\_\_ #102 \_\_\_\_\_ #103 \_\_\_\_\_ #104 \_\_\_\_\_ #105 \_\_\_\_\_ #106 \_\_\_\_\_ #107 \_\_\_\_\_

#108 \_\_\_\_\_ #201 \_\_\_\_\_ #202 \_\_\_\_\_ #203 \_\_\_\_\_ #204 \_\_\_\_\_ Big Group Room \_\_\_\_\_

## Student Ministry Building

Main Room/Kitchen \_\_\_\_\_ #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_ #6 \_\_\_\_\_

Outdoor Playground \_\_\_\_\_ Indoor Playground \_\_\_\_\_ Firepit \_\_\_\_\_ Golf Carts \_\_\_\_\_

Campsite 1 \_\_\_\_\_ 2 \_\_\_\_\_ Amphitheater \_\_\_\_\_ Baseball Field \_\_\_\_\_ Outdoor Wedding Chapel \_\_\_\_\_

Church Van \_\_\_\_\_ Disc Golf Course \_\_\_\_\_ Cross Country Track \_\_\_\_\_ Parking Lot \_\_\_\_\_

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Will You Need A/V? (Charges Apply) Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like for this event to be posted on our website calendar? Yes \_\_\_\_\_ No \_\_\_\_\_

Event Description (for website calendar):

## Waiver:

As the coordinator for this event, by affixing my signature, indemnify & hold harmless South Spring Baptist Church, 17002 Hwy 69 South Tyler, Tx 75703, its employees & members from & against any & all liability claims, actions, damages, cost, loss of service and/or expenses for all injuries arising out of or in any way connected to \_\_\_\_\_ held on \_\_\_\_\_

(Event Title)

(Event Date)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# South Spring Calendar Request Form

## **Guidelines for Building Usage:**

PLEASE INITIAL EACH GUIDELINE AND SIGN AT THE BOTTOM. ONCE YOU SIGN YOU ARE AGREEING THAT YOU UNDERSTAND OUR GUIDELINES FOR BUILDING USAGE.

To request and/or schedule the use of the SSBC facilities or property please contact the **Associate Minister of Hospitality, Jonathan Becker** by e-mail at **[jbecker@southspring.org](mailto:jbecker@southspring.org)**. Jonathan may also be reached during office hours, M–F 8am–5pm, at 903-617-9200.

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- ☐ SSBC will provide most all of the cleaning supplies needed. If additional supplies are needed please communicate that with the staff in advance.
  - ☐ If you need to use kitchen supplies, replacement may be necessary, and communication is requested.
  - ☐ All musical instruments and audio-visual equipment should remain in place at all times.
  - ☐ Furniture should be left in place at all times. Moving any furniture will require staff permission. Return all resources to the original place of storage.
  - ☐ Prevent from dragging items on the floors.
  - ☐ Doors should be left closed and locked, inquire with staff for specific instructions.
  - ☐ Turn off all appliances, fans and lights when you have completed your event.
  - ☐ Throw away all trash in the church dumpster, replace trash can liners.
  - ☐ Clean the grills after cooking.
  - ☐ Report any broken items to SSBC staff, be prepared to replace broken items.
  - ☐ Only SSBC staff may sign for packages or deliveries.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### OFFICE USE ONLY:

Executive Shepherding Pastor Approval: \_\_\_\_\_  
Date Calendared: \_\_\_\_\_  
Date Notified: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

## South Spring Calendar Request Form

*A brief expression of our beliefs includes:*

***We believe the Scriptures of the Old and New Testaments to be the Word of God which never fails. It is our guide to faith and practice.*** (Matthew 5:17-18, Galatians 3:17-24, 2 Timothy 3:16, 2 Peter 1:20, Hebrews 4:12)

***We believe in one God eternally existing in three persons: Father, Son, and Holy Spirit.*** (Deuteronomy 6:4, Galatians 3:20, Matthew 28:19, Philippians 3:3, 1 Peter 1:1-3, Acts 13:2)

***Our church is a part of the Body of Christ on Earth, and Jesus Christ is the Head of the Church.*** (1 Corinthians 12:12-30, Ephesians 4:1-16)

***We utterly depend on the atoning sacrifice of Jesus Christ in order that we can have a right relationship with God.*** (Romans 5:12-19, Galatians 1:3-6, 1 Peter 2:21-24, Hebrews 10:10-12)

***We affirm the virgin birth of Christ, who though fully God lived as fully man, and His death on the cross. We affirm He was resurrected and will come again.*** (Isaiah 7:14, Luke 1:27-35, John 8:58, Hebrews 2:17, 1 Corinthians 15:3-6, 12-21, Acts 1:1, John 14:1-3)

***We affirm that all believers are ministers and “priests” in the Kingdom of God on Earth.*** (1 Peter 2:9-10, 1 Corinthians 4:1)

***We are committed to ministering to a lost and hurting world and to partnering with other ministries to accomplish this. It is our hope to equip the Church, evangelize the lost and exalt Almighty God. We believe in the Great Commission which Christ gave to His Church.*** (Matthew 28:18-20, Matthew 25:31-40, Luke 19:11-27, 2 Corinthians 5:20)

***We exhort the people of God everywhere to contend earnestly for the faith and to be prepared to give a reason for the hope we have.*** (Colossians 1:28-29, 1 Peter 3:15)

Beyond this, and for more information, we generally affirm the doctrinal statements set forth in “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 1963.

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Please read South Spring’s statement of faith & rules for building usage before signing. When you sign, we acknowledge that you agree to & understand our policies. Commercial General Liability Insurance may be required depending on the type of event being held.

I agree that we will not do or teach anything in opposition to the brief expression of belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_