



### **Shiloh Baptist Church Calendar/Room Request Process**

A calendar/space request form must be submitted for all meetings and events. This form allows you to request rooms, equipment, and audio-visual support.

Forms are available online on the resources page of our website and at the Executive Office Building. You will be notified via email of your room assignment and calendar confirmation within 48 hours.

Shiloh reserves the right to pre-empt scheduled events for its use in the case of emergencies. Notice will be provided as early as possible.