

# FACILITIES, ACTIVITIES, AND CHURCH EQUIPMENT REQUEST FORM

Completed form must be submitted **2 weeks** prior to the date requested for approval.

- Directions:**
1. Write legibly and obtain required signatures as indicated.
  2. Fold completed form in half.
  3. Submit completed form to "Completed Forms" side of box.
  4. Check your mailbox/email for approved form.

## I. **INFORMATION**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Organization/Sunday School Class: \_\_\_\_\_

Mailbox # or name: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Activity Description/Purpose \_\_\_\_\_

Requested Date(s) and Time

Date: \_\_\_\_\_, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

(Including rehearsal or set-up date prior to the event, such as wedding decorating, rehearsal, etc.)

## II. **ONSITE ACTIVITY**

### A. **BUILDINGS**

1. Church House—  Downstairs  Upstairs  Both

2. Hall of Blessings—Room # \_\_\_\_\_

3. Hall of Grace—Room # \_\_\_\_\_

Nursery Director's approval: \_\_\_\_\_ Date: \_\_\_\_\_

4. Hall of Joy—Room # \_\_\_\_\_

5. Hall of Truth—Room # \_\_\_\_\_

MPR  Library  MPR Kitchen (please fill out section IV B)

6. Multipurpose Building (MPB) :

Gymnasium  MPB Kitchen (please fill out section IV B)

**(please contact Kwok Hing Ng directly at recreation@fcbc.org)**

7. New Worship Center:

Sanctuary  Conference Rooms (A B Both)  Courtyard

8. Old Worship Center **(please contact Terry Ho directly)**

### B. **PARKING**

1. New Worship Center Structure

2. Adobe Lot

3. Castelar Lot

Parking Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## III. **OFFSITE ACTIVITY**

**(For retreat, camp, or social, please leave a list of participants, map, site phone, and contact number to the Church Office.)**

Address: \_\_\_\_\_

Site Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Adult (FCBC) member in charge: \_\_\_\_\_

**(Please notify Trustees if any major church equipment(s) will be used.)**

IV. **CHURCH EQUIPMENT**

**A. TELECOMMUNICATIONS**

1. Person responsible: \_\_\_\_\_ (must have working knowledge of equipment)

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Please assign a person for me.

2. Equipment (Indicate quantity)

\_\_\_ Microphone(s) and stand(s)                      \_\_\_ CD player

\_\_\_ VCR and video projector                      \_\_\_ Other \_\_\_\_\_

\_\_\_ Overhead projectors

Telecommunications Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**B. KITCHEN**

1. Person responsible for overall cleanup/lockup: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email: \_\_\_\_\_ Cellphone: \_\_\_\_\_

2. Equipment (please indicate quantity)

\_\_\_ Oven/Stove    \_\_\_ Refrigerator

\_\_\_ Pots/Pans    \_\_\_ Freezer

\_\_\_ Utensils    \_\_\_ Other \_\_\_\_\_

\_\_\_ Coffee pots

Maintenance Manager's Approval: \_\_\_\_\_ Date \_\_\_\_\_

(If supplies from the Wedding cabinet are needed, please arrange with Wedding Director.)

V. **SPECIAL APPROVAL**

**A. WEDDING (NO DECEMBER WEDDDING)**

*(please fill out section IV A)*

Pastor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Wedding Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Custodian (Thursday and Saturday for wedding in Sanctuary only): \_\_\_\_\_

Custodian (Saturday assistance of Sanctuary and MPB): \_\_\_\_\_

**B. RECREATION ACTIVITIES**

Recreation Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**C. OVERNIGHT USE-** Pastoral and Trustee Approval needed.

Pastoral staff's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

VI. **CONFIRMATION—office only**

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

Approved:  Yes       No       Reassigned: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_