First Chinese Baptist Church, Los Angeles  
Facilities/Activities Request
Submit completed form to the Church Office or Worship Center dropbox or by email to activities@fcbc.org.

1. Use this form to: a) submit an activity for the church Master Calendar, b) request a room.
2. Submit completed form at least **2 weeks** prior to the activity. Obtain required signature(s) before submission.
3. Requests generally take 1-2 days to process. We will contact you by email or telephone on the status of your request.
4. Administration reserves the right to change a previously approved activity or room reservation.

*Required field

### SUBMITTER’S INFORMATION

<table>
<thead>
<tr>
<th>Contact Name*:</th>
<th>Dept./Fellowship/Cmte. Name*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Tel.*:</td>
<td>Secondary Tel.:</td>
</tr>
<tr>
<td>Email*:</td>
<td>Date Submitted:</td>
</tr>
</tbody>
</table>

### ACTIVITY INFORMATION

**ACTIVITY DESCRIPTION**:  
**ACTIVITY**: ☐ APPROVED ☐ NOT APPROVED  
Approved by: (Office Only)

<table>
<thead>
<tr>
<th>Activity Type*:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>☐ Meeting</td>
<td>☐ Mission trip</td>
</tr>
<tr>
<td>☐ Program</td>
<td>☐ Publicity (i.e., courtyard sign-ups)</td>
</tr>
<tr>
<td>☐ Recreation</td>
<td>☐ Rehearsal</td>
</tr>
<tr>
<td>☐ Retreat</td>
<td>☐ Social</td>
</tr>
<tr>
<td>☐ Wedding</td>
<td>☐ Other: _____________________________</td>
</tr>
</tbody>
</table>

Are minors involved?: ☐ Yes ☐ No

Frequency: ☐ One Time ☐ Multiple Dates (list):

<table>
<thead>
<tr>
<th>Date:</th>
<th>Event Start</th>
<th>Event End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>am/pm</td>
<td>am/pm</td>
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</tbody>
</table>

Number expected*:
☐ Please help me find a location

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

### ONSITE ACTIVITY

**FACILITIES**

☐ Worship Center ☐ Sanctuary ☐ Choir Room (Music Minister’s approval) ☐ Connection Corner ☐ Courtyard

☐ Multi-purpose Building (MPB) ☐ Gym ☐ Kitchen (Fill out section under KITCHEN)

☐ Life Center ☐ Nursery (Nursery Director’s approval) ☐ 2nd Floor Rm # _________ ☐ 3rd Floor Rm # _________

☐ Courtyard

☐ Praise Center ☐ Auditorium ☐ Side Classroom ☐ Upstairs Classroom ☐ Kitchen (Fill out section under KITCHEN)

☐ Outdoor Tent

☐ Hall of Blessings ☐ 1st Floor ☐ 2nd Floor ☐ Room # _________ ☐ Kitchenette

☐ Hall of Grace ☐ 1st Floor ☐ 2nd Floor ☐ Room # _________

☐ Hall of Joy ☐ 1st Floor ☐ 2nd Floor ☐ Room # _________ (Children’s Minister’s approval for 2nd floor)

☐ Hall of Truth ☐ MPR ☐ 2nd Floor Room # _________ ☐ Kitchen (Fill out section under KITCHEN)

☐ Hill St. Bungalows ☐ Bungalow #1 ☐ Bungalow #2

☐ Parking ☐ Worship Center Garage ☐ Adobe Lot

Other Facility Needs: (e.g., piano, video projector, tables)

### OFFSITE ACTIVITY

Prior to or on the date of the event, submit the following to the Church Office: list of participants, site phone if available, time of return to church, and contact cellphone numbers. Note: only Trustees may sign contracts of any type (camp, vehicle rental, etc.).

**Name of Site:**

**Site Address:**

**Mode of Transportation:** ☐ Charter bus ☐ Church vehicle ☐ Private vehicle ☐ Rental vehicle

**FCBCLA adult member in charge:**

**Cellphone:**
### ADDITIONAL NEEDS
A copy of this request will be sent to the appropriate departments. The departments will follow-up with your specific needs.

**KITCHEN**
(Requires Maintenance Manager’s approval)

- Purpose (check all that apply): ☐ Storage ☐ Preparation ☐ Cooking
- Person responsible for use & clean-up:
  - Phone:
  - Email:
- Equipment: ☐ Oven/Stove ☐ Utensils ☐ Pots/Pans ☐ Hot water pot ☐ Refrigerator ☐ Freezer
- Other:

**AUDIO/VISUAL EQUIPMENT (IN-HOUSE)**
(Requires Audio-Visual Director’s approval; email: audiovisual@fcbc.org)

- Note: Operator must be on the authorized Audio-Visual Dept. list
- Purpose: ☐ Program ☐ Rehearsal ☐ Sound Check ☐ Wedding
- Location: ☐ Life Center ☐ MPB (Gym) ☐ Praise Center ☐ Worship Center
- Resources Needed: _____ (# mics) _____ (# projectors) _____ (# stands) _____ (other, please specify equipment and how many)

**GYM**
(Requires Recreation Director’s approval for recreational activities.)

- Person responsible for set-up:
  - Equipment: ☐ Basketball court ☐ Badminton poles ☐ Volleyball poles ☐ Balls
  - Other:

**SECURITY GUARD** (Submit “SECURITY GUARD SERVICE REQUEST”)

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### SPECIAL APPROVALS

<table>
<thead>
<tr>
<th>SPECIAL APPROVALS</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>PASTOR’S APPROVAL OF ACTIVITY</strong></td>
<td></td>
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</tr>
<tr>
<td>KITCHEN (Facilities Manager)</td>
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<td></td>
</tr>
<tr>
<td>AUDIO/VISUAL EQUIPMENT (Audio-Visual Director)</td>
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<tr>
<td>NURSERY (Nursery Director)</td>
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<tr>
<td>WEDDING</td>
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<tr>
<td>Pastor</td>
<td></td>
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<tr>
<td>Wedding Director</td>
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<tr>
<td>Maintenance Manager</td>
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<tr>
<td>RECREATION EQUIPMENT (Recreation Director)</td>
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<tr>
<td>OVERNIGHT FACILITY USE (Pastor’s and a Trustee’s approval are required)</td>
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<tr>
<td>Pastor</td>
<td></td>
<td></td>
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<tr>
<td>Trustee</td>
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### OFFICE ONLY

- Notifications: ☐ Audio-Visual (date ________) ☐ Custodians(s) (date ________) ☐ Lock-up (date ________)
  - ☐ Parking (date ________) ☐ Security guard service (date ________) ☐ Trustees (date ________)