

Church Equipment/Property for Offsite Usage Request

Submit to the Facilities Manager (jfong@fcbc.org)



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012 www.fcbc.org
(213) 687-0814 (213) 375-3999 info@fcbc.org

1. Submit at least TWO weeks prior to the event date.
2. Requester must be a member of FCBCLA.
3. Complete the "Facilities/Activities Request" form (if applicable)

Name _____ Date _____

Phone _____ Email _____

Department/Ministry _____

Event _____

Ministry Purpose _____

Requested Date(s) _____ Start Time: _____ am/pm Time End _____ am/pm

Items Requested:

- Tables # _____ Chairs # _____
- Audio-Visual equipment _____
- Music Instruments _____
- Other _____

Requester agrees to promptly return and reimburse FCBCLA for any loss or damage to the items listed above.

Signature of Requester _____ Date _____

CHURCH OFFICE USE ONLY

Signature Approval:

Facilities Manager _____ Date _____

If Applicable:

Audio-Visual Director _____ Date _____

Music Minister _____ Date _____