Church Equipment/Property for Offsite Usage Request

Submit to the Facilities Manager (jfong@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 ____________

(Revised: 8.22.2015)