

LIFE CHURCH OF GOD IN CHRIST
 3349 Rubidoux Boulevard * Riverside, CA 92509
 Office: (951) 684-5433 Fax: (951) 684-8117
 Ron M. Gibson, Pastor / Founder
 WWW.LIFECHURCHRIVERSIDE.ORG

<i>Office Use Only</i>
Received By: _____
Date Received: _____

FACILITIES REQUEST FORM

*Facilities request forms should be turned in with your proposal and/or within (7) days prior to event.
 Large events require 30 days notice.*

PLEASE PRINT CLEARLY

Today's Date _____

Dept./Aux. Name _____

Dept./Aux. Leader _____

Day Phone # _____ Evening Phone # _____

E-mail _____ Fax # _____

Response requested by: Phone Fax E-mail

EVENT INFORMATION

Name of Event _____

Date(s) of Event _____

Starting Time _____ Expected Ending Time _____

Location Requested _____

<u>REQUIREMENTS</u>	<u>QTY</u>	<u>REQUIREMENTS</u>	<u>QTY</u>
Chairs	_____	Overhead Projector	_____
Tables	_____	Television/VCR	_____
Table Covers	_____	Screen	_____
Podium	_____	***Other	_____
*Choir	_____	*Musicians	_____
* For Music Department, contact – Daniel Scott			
**Sound	_____	**Television Cameras	_____

** For Sound and/or Television, contact – Cecelia Bennett

*** SPECIAL INSTRUCTIONS: Please use the following spaces to list any additional requirements for your event.
 Attach a diagram of special table arrangements, equipment, etc.
