

Emmanuel Temple Apostolic Church | 900 6th Street | Vallejo, CA 94590
Church Phone: (707) 642-2391 | Fax: (707) 642-8143 | Email: pastorbeharris@sbcglobal.net
Bryan E. Harris, Pastor

Kitchen & Fellowship Hall Use Request

Please submit this form at least 3 weeks prior to your event.

Ministry Director or Event Coordinator's Name: _____

Name of Ministry: _____ Date of Request: __/__/__

Your Contact #: _____ Email Address: _____

Type of Activity/Event: _____

Date & Time of Activity/Event: _____

Do you plan to publicize your meeting or event to the general public? Yes No

Purpose & Description of Activity/Event: *(include place, time, etc.)*

Time of Meeting: *(include set-up and clean up)*

Set Up Will Begin: _____ Clean Up Will End: _____

Please check the box next to the space(s) you're requesting to use below:

Space Options	
<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Fellowship Hall
<input type="checkbox"/>	Combined Space (Kitchen and Fellowship Hall)

FOR FELLOWSHIP HALL REQUEST ONLY

How many tables are you requesting? _____ How many chairs are you requesting? _____

Please Note: Requestor is responsible for setting up chairs and tables as well as returning them to their original layout.

FOR KITCHEN REQUEST ONLY

Any special accommodations or supplies needed?

Director/Event Coordinator's Signature: _____ Date: __/__/__

For Office Use Only. Please do not write in this area.

Pastor's Signature _____ Approved Denied Date: __/__/__