

First Evangelical Community Church, Cerritos Campus
FACILITY RESERVATION/RENTAL FORM

11330 E. 166th Street ♦ Cerritos, CA 90703 ♦ Tel. (562) 865-8444 ♦ Fax (562) 865-8865

*** This form must be submitted to the Church Secretary for scheduling & confirmation**

Requestor Name: _____ (English) _____ (Chinese)

Organization/Fellowship: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ Fax No.: _____

Email Address: _____

Purpose of the Event (Please specify):

When is the event scheduled for? (Please allow ten days advanced notice)

Date(s) of Event Day(s) of week Start Time End Time

Facility Requested (Please check all that apply)*

	Space	Audio/Visual	Piano use	Tables/Chairs	Food Served	Notes	For Church Office use Only (Indicate applicable fees)	
								\$
Alpha Worship Center (Sanctuary)								\$
Berean House Room # _____								
Discipleship Training Center (Chapel)								
Community Life Center (Full space)								
Community Life Center (Half space)								
Community Life Center (Kitchen)								
Classroom(s) Total number: _____								
Room number(s): _____								
Outdoor Facilities **								
Other Facilities **								
** Please specify outdoor or other facilities to be used:							Total Fee	\$

I (We) agree to return the facility in good clean order or in its pre-event condition after use.

Requestor Signature _____

Date _____

For Church Office Use Only

Approval Signature Date Confirmation Sent Date Fee Paid (If any) /Check #

***Use of facility will be under the guidelines set forth in the Church's Facility Rental/Use Policy.**