

BUILDING/EQUIPMENT USE FOR OAKLAND CHINESE CHURCH

ORGANIZATION _____

NO. OF PEOPLE _____ DATE OF USE _____ TIME OF USE _____

REASON FOR USE _____

CONTACT PERSON _____ PHONE NO. _____

GYM ___ KITCHEN ___ (1. NO FOOD/DRINK ON CARPET 2. NO KIDS IN KITCHEN)

YOUTH HALL ___ BUS ___

CLASS ROOM(S) (DESIGNATE) _____

FIELDS (DESIGNATE) _____

SOUND SYSTEM ___ COMPUTER ___ VISUAL SYSTEM ___

BAPTISM POOL ___ NO. OF LONG TABLES ___ NO. OF CHAIRS ___

WALL DIVIDER YES ___ NO ___

CUSTODIAN REQUIRED AFTER USE YES ___ NO ___

SECURITY LOCKUP REQUIRED AFTER USE YES ___ NO ___

OTHER PREPARATION (BE SPECIFIC) _____

NOTE:

REQUESTOR _____ SIGNATURE _____

DATE OF REQUEST _____ PHONE NO. _____

(OFFICE USE ONLY)

RESPONSIBLE ELDER APPROVED? YES ___ NO ___ NOT APPLICABLE ___

SCHEDULING INFORMED? YES ___ NO ___

CUSTODIAN INFORMED? YES ___ NO ___ NOT APPLICABLE ___

PROPERTY MANAGEMENT COMMITTEE SIGNATURE _____

REMARK _____