



ST. CHRISTOPHER CHURCH

629 S. Glendora Avenue, West Covina, CA 91790
 Telephone: (626) 960-1805 Fax: (626) 851-0595

GATHERING AREA REQUEST FORM

(NO Guarantee – Pending Approval and Availability)

MINISTRY/ORGANIZATION INFORMATION

NAME OF MINISTRY/ORGANIZATION		
COORDINATOR/LEADER	SIGNATURE	DATE
CELLPHONE	TELEPHONE (OTHER)	EMAIL:

CHURCH

WHAT WOULD YOU LIKE TO RESERVE?

GATHERING AREA HOSTING

FOOD FUNDRAISER *(Please note that this is limited to Parish Ministries and only two food fundraisers a month will be allowed)*
 PURPOSE _____ OF _____ THIS _____ FUNDRAISER:
 DESCRIPTION OF FOOD ITEMS TO BE SOLD: _____

TABLE FOR EVENT PROMOTION OR NON-FOOD FUNDRAISER
 DESCRIPTION _____ OF _____ OF THIS _____ EVENT _____ OR _____ FUNDRAISER:
 PURPOSE _____ OF _____ THIS _____ EVENT _____ OR _____ FUNDRAISER: _____
 NUMBER OF TABLES NEEDED: _____

DATE(S) REQUESTED			START TIME (INCLUDE SET-UP)	END TIME (INCLUDE CLEAN-UP)
MONTH	DAY	YEAR		

EQUIPMENT

EQUIPMENT BEING REQUESTED

ADDITIONAL COMMENTS

(office use only)

STAFF RECEIVING:	DATE SUBMITTED:	APPROVED BY:	DATE APPROVED:
LEADER/COORDINATOR NOTIFIED?	YES NO		