

LOVE AND FAITH CHRISTIAN FELLOWSHIP

Fellowship Hall/Life Enrichment Center Requisition Form

You must have at least 200 people in attendance to use the Life Enrichment Center. We have to be good stewards over what God has entrusted into our hands.

Today's Date: _____

Date of Event: _____

Is this event a Recurring Day(s) of the Week: _____

Number of People: _____

Name of Event: _____

Please check one of the following:

Fellowship Hall

Life Enrichment Center

Ministry: _____

Contact Person: _____

Contact Number: _____ E-Mail: _____

Will any of the equipment be used? _____

Please indicate how many of the following items you will need:

_____ Large Plates

_____ Spoons

_____ Small Plates

_____ Napkins

_____ Cups

_____ Salad Dressings

_____ Bowls

_____ Sterno's

_____ Forks

_____ Tea

_____ Knives

_____ Lemon Aid/Punch

Please place this form in the Kitchen Staff box or turn into Maxine Wright at least 2 weeks prior to the event.

You will be notified if substitutions are necessary.

The person signing this form will be responsible for making sure the fellowship hall and or the Life Enrichment Center is cleaned and everything put back in place. Please pick up a cleaning check list and turn in after your event.

Signature of Responsible Party: _____ Date: _____