



First Church of God
 3016 Collingwood Blvd.
 Toledo, OH 43610

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Email: office@fcogtoledo.com

BUILDING REQUEST

Today's Date _____ Ministry Name _____

Name of scheduled event _____

Person submitting request _____ Contact No. _____

Event Time: From _____ To _____

Dates: List all dates below, even though they may fall on the same day each week/month.

Please Include a map of desired setup: _____

 Name of Setup Person

 Name of Cleanup Committee

 Name of Person Opening

 Name of Person Closing

Sanctuary The Gathering Place The Library Room 304

Any other rooms located in basement or second floor Fellowship Hall

Kitchen Tables(#) Chairs (#) Sound (Contact Louis Newsom)

Location entrance that guest will use: _____

 Signature of person making request

 Date