

**Golden Gate Christian Church**  
**FACILITY REQUEST FORM**

After you complete this form, please send it as an email attachment to ggcc.room@gmail.com or leave the form in Deacon Victor Liu's mailbox at church. Please submit your request no later than the Friday prior to the week the room is needed.

Today's Date: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ GGCC Member:  Yes  No  
 City, Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please check all the boxes that apply:**

**First Floor - GG**

- Classroom #102
- Classroom #104
- Classroom #105

**Second Floor- GG**

- Fellowship Hall
- FH Worship Area
- Classroom #201
- Classroom #202
- Classroom #203
- Kitchen
- Computer Room

**Third Floor - GG**

- Sanctuary
- Piano  P.A. System
- Chapel
- Prayer Rm.

**First Floor - GC**

- Classroom #111
- Classroom #112
- Classroom #113
- Classroom #114
- Classroom #115
- Classroom #116
- Nursery

**Second Floor - GC**

- Gospel Hall
- Piano  P.A. System
- Classroom #210
- Kitchen

**Third Floor- GC**

- Classroom #310

Audio Equipment: \_\_\_\_\_

Video Equipment: \_\_\_\_\_

Other (list items): \_\_\_\_\_

Request Date(s): \_\_\_\_\_

Time Period: From: \_\_\_\_\_ AM  / PM  To: \_\_\_\_\_ AM  / PM

Approximate group size: Adults \_\_\_\_\_ Children \_\_\_\_\_

Purpose for Request: \_\_\_\_\_

\*\*\*\*\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Reported at Deacon Meeting  Yes  No  Request Approved  Request Denied