



EVENT/FACILITY REQUEST FORMS

Please complete the following Event Request and Facility Request Forms; and *return them to Jake's House at least six months prior to your event*. After we receive the completed forms, we will submit them for approval and inform you of the status of your request and provide you with an Event Checklist. Please note that this form is to submit a request only, and does not guarantee that Jake's House will be able to accommodate your event (due to conflicting dates, times or other relevant reasons). REMINDER: Please complete a Communication Request Form also.

EVENT CONTACT: Please complete the following information for the person who will be the primary event coordinator:

Name: _____ Phone1: _____
Email: _____ Phone2: _____
Address: _____

EVENT INFORMATION: Please complete the following information about the proposed event:

Event Name: _____
Purpose: _____
Organization: _____
Start Date: _____ End Date: _____
Start Time: _____ End Time: _____
Number of Participants: _____ Type of Participants: _____
(adult, youth, children, etc.)

Briefly describe the history/story of the event:

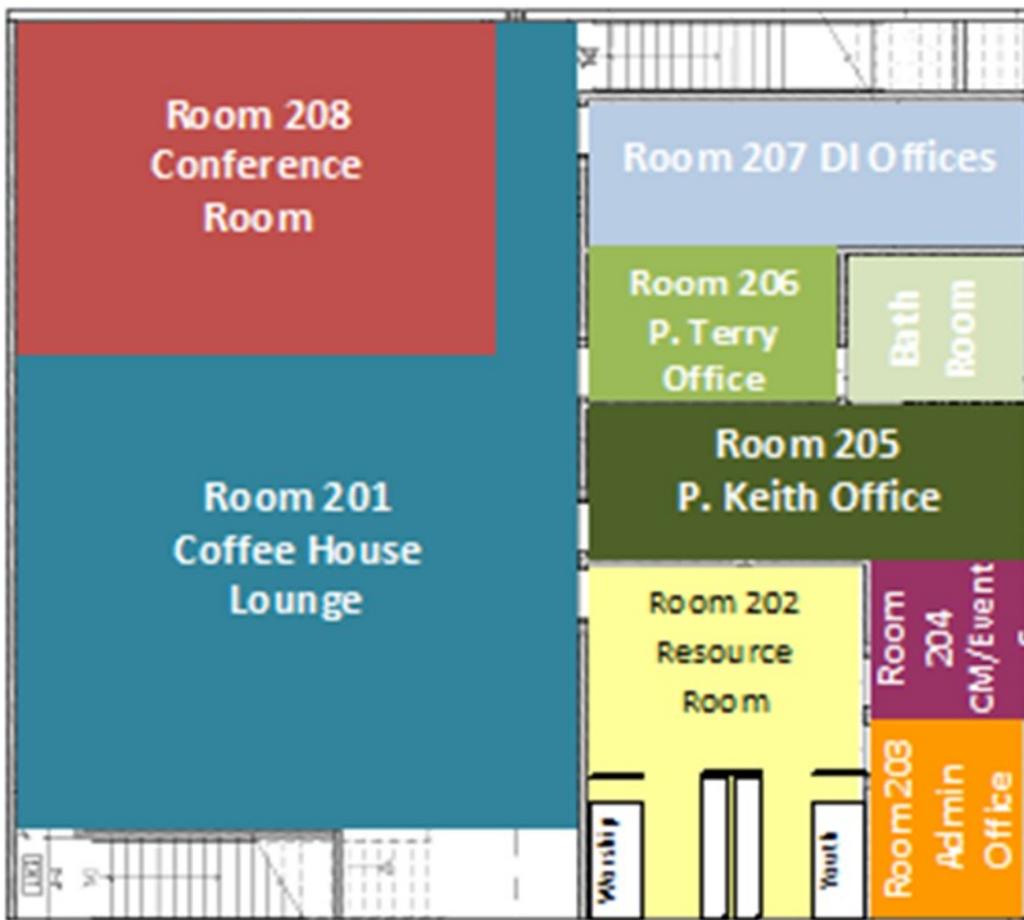
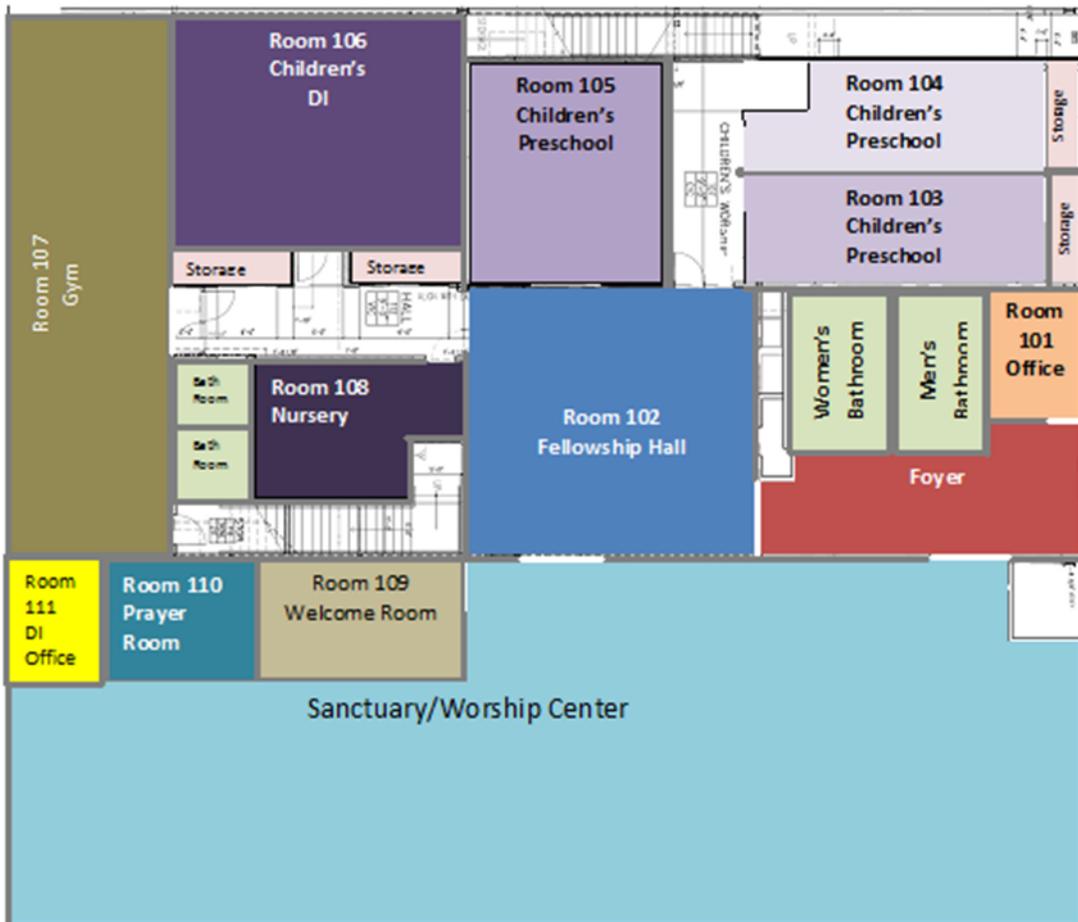
What are the specific details of this event?

What do you hope to accomplish in the event?

What is your budget request? To be approved by Apostolic Team (*please attach budget*): \$ _____

Overseer Signature: _____ Date: _____

(No Event will be approved without your Overseer's signature)



2nd Floor