

True Light Fellowship Church Request for Meeting Area or Event Planning

6400 Ardleigh Street Philadelphia PA 19119, (Phone) 215-548-5053, (Fax) 215-548-3732

To: Pastor Humphries, Ministry Coordinator

Today's Date :

Ministry:

Name of Event:

Signature:

Ministry Leader:

☐ Ministry Head:

Best Way to contact you:

☐ Phone Number:

☐ Email:

Please Note: Ministry Leader must sign before submitting to Pastor Mark Humphries.

☐ Room: I am requesting space for a(n): ☐ Meeting ☐ Rehearsal ☐ Event

☐ Type of Room(s) Needed: ☐ Sanctuary ☐ Classroom ☐ Chapel

☐ Will you need the use of the kitchen: ☐ NO ☐ Yes (if yes , attach purchase order)

☐ Dates:

First Date: On the following date(s) / day(s):
(Date)

Second Date: On the following date(s) / day(s):
(Date)

☐ Time:

Please Note: No meetings on Sundays. All Wednesday meetings must end by 7:30 pm sharp.

Church closed at 2:30 pm on Saturdays.

From To

☐ Our ministry will be traveling outside of True Light Fellowship Church:

Attending

Name

Address

City

state

Phone Number

Transporting by church van:

Approved Church Driver :

☐ I would like to cancel my scheduled event on:

PLEASE TURN OVER TO SEE THE RESPONSE TO YOUR REQUEST