

Security Guard Service Request

Submit to activities@fcbc.org



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012 www.fcbc.org
 (213) 687-0814 (213) 375-3999 info@fcbc.org

1. Submit request 2 weeks before the event to activities@fcbc.org
2. Minimum 4 hours service required
3. Keep a copy of this request in case you need to make changes

Date Submitted:	Name:	Dept./Ministry:
Contact Phone #:	Email:	

SERVICE INFORMATION

Type of Service	<input type="checkbox"/> New Service <input type="checkbox"/> Cancellation <input type="checkbox"/> Revision (include copy of original request)	
Time Period	<input type="checkbox"/> One time <input type="checkbox"/> Multiple Dates (list)	
Service Date		
Service Time (4 hrs. min.)		
Number of Guards	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other _____	
Patrol Area	<input type="checkbox"/> Hall of Truth, Worship Center Garage, & Lower Life Center (Yale Zone) <input type="checkbox"/> Worship Center, MPB courtyard, & Upper Life Center (Main Zone) <input type="checkbox"/> Praise Center (North Zone) <input type="checkbox"/> Adobe Parking Lot (Adobe Zone) <input type="checkbox"/> Others (list addresses in Additional Information section below)	

Additional Information:

FCBCLA MEMBER CONTACT INFORMATION

(Contact person during guard service)

Contact #1:	Full Name:
	Cell Phone:
Contact #2:	Full Name:
	Cell Phone:
Event Name	
Group in Charge of Event	

OFFICE USE ONLY

Approved by (signature/print name) _____ Date _____

Fee: _____

Comments: No show Satisfactory Unsatisfactory

Service Guard Company: Date requested _____ Date acknowledged _____
 Date reminder sent _____ Date acknowledged _____