



Pastor Troy Sanders
Pastor & Founder
404.621.6814 P

TO LOVE GOD...
Rehoboth Fellowship of Atlanta is called to teach the gospel of liberation demonstrated in the life and message of **Jesus Christ making room for all** who seek safety, solace, and spiritual maturity.

EVENT REQUEST FORM

Thank you for interest in hosting a Rehoboth Fellowship of Atlanta Event. Please take a few minutes to read this page in its entirety before submitting this form. If you have any questions, please feel free to contact the church office via worship@makerroom4me.com or contact Deacon Cornell Robinson at 404-245-5067.

What To Do:

1. Complete the Event Request Form 30 days prior to the event date. (If the event is less than 30 days out, the event runs a high risk of being rejected)
2. Please download the form from our website and return to the church office via worship@makerroom4me.com or give to Deacon Cornell Robinson.
3. The event will be reviewed for approval and the event contact person will be notified regarding the event status.
4. Please note, once an event has been approved, any subsequent changes (changes in time, location, number of attendees, cancellations, etc.) must be communicated to the office as soon as possible and no later than 1 week prior to the date of the event via worship@makerroom4me.com or contact Deacon Cornell Robinson at 404-245-5067.

Event Name: _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

Event Setup Time: _____

Is this a recurring event?

YES NO

If yes, please provide dates of each event

Location of Event: _____ # of Attendees: _____

Event Contact Person: _____ Contact Phone: _____

Contact Email: _____

Hosting Ministry: _____



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Will there be food at the event?

YES NO

If so, who is providing the food? _____

Do you need Audio/Visual Equipment?

YES NO

Will there be an event fee?

YES NO

If so, what are the fees? _____

When will the fees be collected? _____

Please describe the purpose of this event: _____



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TERMS OF AGREEMENT

By submitting this form, I/we understand and agree that ALL requests must go through the approval process of Rehoboth Fellowship of Atlanta. This process includes, but is not limited to the approval of the following: Dates, Times, Event Purpose, Set-up, Equipment Needs, Etc. I/we understand that contact will be made after this request is submitted either for further questions about the event or the outcome of the approval process.

Do you agree to the Terms of Agreement stated above?

YES NO

FOR OFFICE USE ONLY

Date Received by Church Secretary: _____

Date Received by Bishop-Elect Troy: _____

Date Approved: _____ Date Rejected: _____

Signature of Bishop-Elect Troy: _____