



KPC Facility Use Form

General Event/Meeting/Occasion

Must be submitted a minimum of **TWO WEEKS PRIOR TO EVENT.**

Please check all departments that will need to be involved:

Gathering
 Community
 Serving
 Deeper
 Media
 Family
 Admin.

Additional Support Service Request Forms

1. Media Service Request Form (give to Pam Piccolo at least 2 weeks prior)
2. Childcare Room Request Form (give to Tara Powell at least 2 weeks prior)
3. General Kitchen Use Form (give to Curtis Cook at least 2 weeks prior)
4. Baptism/Dedication Form (give to Gary Walter at least 3 weeks prior)
5. Wedding Packet (give to Gary Walter at least 2 months prior)
6. Funeral Packet (give to the assigned pastor)

Event Type/Name:			
No. attending:		Date(s):	/ / to / /
Event set-up time:	a.m. / p.m.	Event set-up date:	/ /
Event start time:	a.m. / p.m.	Event end time:	a.m. / p.m.
Recurring day(s)?:	Monday Tuesday Wednesday Thursday Friday Saturday Sunday		
Room(s) requested	Room 1:		Room 2:
	2 nd Choice:		2 nd Choice
Contact Information / Contact Name:			
<i>* Please consider that any contact information that you provide may appear on the web. *</i>			
Home phone:	()	Cell phone:	()
E-mail:			

Facility Use Requirements

1. Please indicate any setup requests on the reverse side of this form including number, size and shape of tables, and any applicable supply requests.
2. If you need **setup changes**, notify the Facility Scheduler and fill out a new form.
3. If you **cancel your meeting**, notify the Facility Scheduler and all other applicable departments.
4. **All events must conclude by 9:30 PM.**
5. Groups must leave all equipment and rooms clean after use. NO equipment is to be removed.
6. If the fire alarm sounds, leave the building immediately.

I have provided all necessary information, read ALL "Facility Use Requirements" and COMPLETELY filled out the applicable support service request form(s) and packets. I understand and agree to abide by these requirements, knowing my failure to comply could result in denial for future use of the facility.

Name of Requester (please print)

Signature

Date

Serving Equipment and Supplies

KPC EVENT ONLY

Beverages:

- Regular Coffee
- Decaf Coffee
- Iced Tea
- Ice Water
- Hot Water

Paper Products: (please indicate how many you need of each)

- | | | | |
|---------------------------------------|---|-----------------------------------|---|
| <input type="checkbox"/> Large Plates | # | <input type="checkbox"/> Utensils | # |
| <input type="checkbox"/> Small Plates | # | <input type="checkbox"/> Napkins | # |
| <input type="checkbox"/> Bowls | # | <input type="checkbox"/> Cups | # |

KPC Facility Staff will be happy to gather paper products for you. Please do not attempt to gather them from KPC supply cabinets without assistance.

General Equipment Needs:

- VCR/DVD
- Overhead Projector
(‘old-fashioned’ manual one)
- Podium
- White Board
- Electric Piano

For any other electronic/computer-related needs, please be sure to fill out a Media Services Request Form and turn it in to Pam Piccolo in the KPC Ministry Center.

NO EQUIPMENT OR ELECTRONICS OF ANY KIND WILL BE REMOVED FROM THE EVENT ROOM(S).

Describe the layout for Fellowship Hall

Describe the layout for DEN A1&2 Other

LAYOUT DESIGN KEY:

- Rectangle Table (*please indicate the type below by writing the number you need of each*)
 ____ 6' table ____ 8' table ____ narrow edge ____ wide edge ____ 8' narrow conference table
- Round Table X Chair

OFFICE USE ONLY

Approved by: _____ (Element /Department Director)

Calendar Entry Date: _____ by _____