

Office Use Only

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Schedule on Calendar: \_\_\_\_\_ Key required \_\_\_\_\_

## BUILDING USE AND SET-UP FORM

(Please complete and give to the office even if you do not need assistance – for information purposes only.)

**Any individual asking to use the building for either a church function or private use will be required to either be an attending member of KCC or be sponsored by an attending member who attends the actual function.** A fee of up to \$100 may be imposed for the use of the building.

Today's Date: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Department or group using facility: \_\_\_\_\_

**Member** in charge: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Room(s) needed: \_\_\_\_\_ Kitchen needed: \_\_\_\_\_ Brooks \_\_\_\_\_ Whited

**Note:** For use of Whited building on Fri or Sat. The stage is set up for Sunday service and cannot be changed.

**Childcare:** If needed, contact the office for a list of approved childcare workers. 360-297-2551

Do you need a key? \_\_\_\_\_ Yes \_\_\_\_\_ No

Event start date: \_\_\_\_\_ Event start time: \_\_\_\_\_ Time set-up needs to be completed: \_\_\_\_\_

Event End date: \_\_\_\_\_ Event end time: \_\_\_\_\_

If rehearsal, dates and times: \_\_\_\_\_

Does the room need to be set up for the rehearsal? \_\_\_\_\_

Will you do your own set up? \_\_\_\_\_ Yes \_\_\_\_\_ No

Your own restoration? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please draw set-up diagram on back if you need set up done. Please note stage for reference.**

**FYI:** Our Maintenance crew is willing to do set-up and restoration. If you need their help, you **must** contact the office to work out details. 360-297-2551.

**Heat/Cooling:** The thermostats for the Whited Building come on at pre-set times. If you need heat or cooling at a time not already programmed, put dates and times here: \_\_\_\_\_

Equipment needed for set-up (please indicate number needed):

**Tables:** \_\_\_\_\_ 6' rectangular \_\_\_\_\_ 8' rectangular

**Chairs:** \_\_\_\_\_ Brown \_\_\_\_\_ Folding

**Use of Sound System requires a sound tech; (there will be a \$50 charge for the sound tech of all non-church activities. Weddings, parties, Piano recitals, ect.)**

**Microphones:** \_\_\_\_\_ Hand-held

**Other:** \_\_\_\_\_ Video projector \_\_\_\_\_ Music stands \_\_\_\_\_ Piano

**Note about Piano:** *Please do not put anything on the piano. It can be stained and scratched very easily, even by water, flowers or music.*

**When your event is over, all lights and equipment should be off and the building secured.** This means you must go through the entire building, including downstairs even if you only used upstairs. Make sure to check all of the restrooms. **If doing your own restoration,** please restore room to original state and take out all garbage.

**Note:** Give this form to the office or leave in the office file.