

# KBBC Calendar Request Form

Date Of Request \_\_\_\_\_

Name Of Event \_\_\_\_\_

## Contact Info

Name of Person Making Request \_\_\_\_\_ Telephone Number \_\_\_\_\_

Department \_\_\_\_\_ Class \_\_\_\_\_

## Event Details

Date Of Event \_\_\_\_\_ Location Of Event \_\_\_\_\_

Time Event Starts \_\_\_\_\_ Ends \_\_\_\_\_ Setup/Cleanup Time Required Before \_\_\_\_\_ hrs  
After \_\_\_\_\_ hrs

Cost Per Person \_\_\_\_\_ How Many People Do You Expect To Attend \_\_\_\_\_

## Facilities/Equipment Required

- |  |  |
|--|--|
| <input type="checkbox"/> Pavilion  | <input type="checkbox"/> Main Bldg Classroom _____ |
| <input type="checkbox"/> FLC - Kitchen (to include oven/stove)<br>Will you be cooking Yes _____ No _____ | <input type="checkbox"/> FLC - Stage               |
| <input type="checkbox"/> FLC - Gym   | <input type="checkbox"/> FLC - Classroom _____     |
| <input type="checkbox"/> FLC - Kernan Kaffe  | <input type="checkbox"/> Softball Fields           |
|  | <input type="checkbox"/> Other: _____              |

- \* Cleanup, trash and food removal are the responsibility of the class/person hosting the event.
- \* If you require a room setup a certain way you must include a diagram.

## Supplies or misc items/support

*If Off Site please check anything you need to be provided from the church*

- |   |  |
|---|--|
| <input type="checkbox"/> Tablecloths: (how many) _____  | <input type="checkbox"/> Audio Visual/Stereo Equipment (pls specify) |
| <input type="checkbox"/> Other: _____<br>Please Explain | <input type="checkbox"/> Sound System                                |
|   | <input type="checkbox"/> Music player                                |
|   | <input type="checkbox"/> Video Projector/Screen                      |

## Transportation

Church Bus  1 Bus  2 Buses Bus Driver's Name(s) \_\_\_\_\_

\*It is your responsibility to get a bus driver. A list is available thru the church office.

Approx. Number of people: \_\_\_\_ (must be more than 15 to use a bus)

## Childcare

**\*Childcare MUST be coordinated through Yolanda Hall.** Children are watched in the preschool area and it is your responsibility to make sure you can get into the preschool area and to make sure the alarm is turned off in the main building. Childcare workers are not able to turn the alarm off.

- |  |  |
|--|--|
| <input type="checkbox"/> Yes We Need Childcare | <input type="checkbox"/> Yes We Have/Will Contact Yolanda Hall |
|--|--|

Please Describe Your Event In Detail:  
(Continue on Back If Needed)

**Request Is Not Added To Church Calendar until reviewed by staff.**

**Date Staff Approved** \_\_/\_\_/\_\_\_\_

**\*It is your responsibility to pick up a key from the church office before your event.**

**\*Please turn this form into the church office well in advance of your event/activity to ensure enough time to promote, reserve buses and facilities, etc. FAX Number 904-641-1777**