

First Baptist Church of North Kansas City

Event Notice/Building Use Form

Planned Church Event **Building Use**

Sponsoring Organization: _____

Person In Charge: _____ Phone: _____

Type of Event: _____

Date(s) of Event: _____

Time(s) of Event: _____

Setup Date(s): _____ Time: _____

Person Picking Up Keys: _____

Possible Date Conflict _____

Number Expected to Attend Event: _____

(Please confirm the number of people to the church office four (4) days prior to the event.)

Rooms Needed: _____

Equipment Needed: _____

Room Arrangement: For special arrangements, draw setup diagram in the space below.

(Drinks with **red** punch **may not** be used in carpeted areas. All decorations, tape, pins, etc. are to be removed. Please do not tape, pin, staple, etc. items to painted walls. Please leave the facilities as you found them.)

Request for Childcare (Birth – 4 years)

Yes, we would like to provide childcare for this event.

Our nursery coordinator will assist with enlisting help for this event.

Please estimate the number of children who will be present for this event:

Birth – 1 Year Olds: _____ 2 – 3 Year Olds: _____

1 – 2 Year Olds: _____ 3 – 4 Year Olds: _____

Request for Food Service

Menu Suggestions: _____

Other Information: _____

(Paper products needed, table covering, etc.)

OFFICE USE-COPIES TO

Date form – Received____ Approved____

Office Sec.____ Custodian____ Food Service____ Nursery Coord.____ Other____