



NKCC Building Use Form

Members only may reserve any of the NKCC facilities

Today's Date: _____

Name: _____ Email: _____

Phone (H) _____ (W) _____ (C) _____

Ministry (If applicable): _____ Description of Event/Activity _____

anticipated to attend your event _____ (If over 50, a pre-event meeting may be required)

Area(s) requested:

____ NKCC Stable/Pavilion ____ NKCC Student Center ____ Nursery (**NKCC does not provide childcare**)
____ NKCC Farmhouse ____ NKCC Outdoor Pavilion ____ NKCC Church Building

Date of event and time building will be in use:

Practice(s) Day _____ Date _____ Time _____

Event/Activity Day _____ Date _____ Time _____

Clean up: Day _____ Date _____ Time _____

(If another event is scheduled next day, must clean up when your event is finished)

Will Food be served? ____ Yes ____ No

Will key access be needed? ____ Yes ____ No **(You must arrange with office)**

All arrangements for resource items are your responsibility.

Cleaning/Usage Fee for all events- \$250.00

***You are responsible for arranging areas back to their original set up, taking down any personal decorations, putting all trash in trashcans, and cleaning up all areas to the best of your ability.**

Please read the Facilities Management Guidelines. Initial and sign where indicated. Return building use form and guidelines to church office.

Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.