



## NKCC Building Use Form

**Members only may reserve any of the NKCC facilities**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone \_\_\_\_\_

Ministry (If applicable): \_\_\_\_\_ Description of Event/Activity \_\_\_\_\_

Is this a recurring meeting? Y/N Day/time requested: \_\_\_\_\_

# anticipated to attend your event \_\_\_\_\_

*Ministry Leader use only: Will tickets be sold for your event? Y/N Ticket Cost: \$ \_\_\_\_\_*

*Total Anticipated cost of event: \$ \_\_\_\_\_ (Please attach a breakdown of all costs: ie. food, décor, advertising, resources needed for sound, safety protocols, ...)*

### **Area(s) requested:**

\_\_\_\_ Brick House (office building)      \_\_\_\_ Big House/Cafe      \_\_\_\_ Nursery Classroom (**Childcare not provided**)  
\_\_\_\_ Barn      \_\_\_\_ Outdoor Pavilion      \_\_\_\_ NKCC Sanctuary      \_\_\_\_ Front or Back Playground(circle choice)      \_\_\_\_ Other:

### **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 \_\_\_\_\_

**(Must clean up immediately after your event)**

Will Food be served? \_\_\_\_ Yes (**Floors must be cleaned & trash removed**)      \_\_\_\_ No

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

### **Resources needed \*\*(There will be costs associated with each):**

\_\_\_\_ Sound      \_\_\_\_ Post Event Cleaning      \_\_\_\_ Music/Band  
\_\_\_\_ Videography      \_\_\_\_ Safety Team  
\_\_\_\_ Power Point      \_\_\_\_ Parking Team

**Cleaning/Usage Fee for non-church events: \$250.00**

**\*You are responsible for arranging areas back to their original set up, taking down any personal decorations, removing all trash, and cleaning up all areas to the best of your ability. Always assume another event is happening directly after yours. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.**