



## 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 Big House/Cafe      \_\_\_\_ Nursery **(NKCC does not provide childcare)**  
\_\_\_\_ NKCC Farmhouse      \_\_\_\_ NKCC Outdoor Pavilion      \_\_\_\_ NKCC Sanctuary

**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)**

**Resources needed <sup>\*\*</sup>(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, 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.**

Revised 3/17/2021