

# 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.)

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OFFICE USE-COPIES TO

Date form – Received\_\_\_\_ Approved\_\_\_\_

Office Sec.\_\_\_\_ Custodian\_\_\_\_ Food Service\_\_\_\_ Nursery Coord.\_\_\_\_ Other\_\_\_\_