



Facilities Use Application

7600 NW Barry Road, Kansas City, MO 64153
 (Office) 816-741-5118 (Fax) 816-741-8336

Please complete the application below and return to the church office. If you have any questions, please contact the Church Office Manager.

Dates of Facility Use: (One Application Per Event)

Date: _____	Date: _____	Date: _____
Time (Actual time:)	Time (Actual time):	Time (Actual time):
Beginning _____AM/PM	Beginning _____AM/PM	Beginning _____AM/PM
Ending _____AM/PM	Ending _____AM/PM	Ending _____AM/PM

NOTE: If an event lasts more than one day, please include the beginning and ending time on each consecutive day. If an event is held more than one time but not on consecutive days (i.e. committee meetings, scout meetings, music rehearsals) please circle the dates requested on the calendar on the back of this form. *The time listed above will be the time shown on the church calendar. If additional time is required for setup and cleanup, please note time required in the comment section below.*

Name of Event _____

Purpose of Meeting _____

Number of Persons Expected to Attend _____

Room(s) Requested

CALENDAR PURPOSES ONLY (no rooms requested)

Main Level:

<input type="checkbox"/> Class Rm. 1	<input type="checkbox"/> Class Rm. 5	<input type="checkbox"/> Library	<input type="checkbox"/> Eddy Room
<input type="checkbox"/> Class Rm. 3	<input type="checkbox"/> Chapel	<input type="checkbox"/> Holy Grounds Café	<input type="checkbox"/> Parlor
<input type="checkbox"/> Class Rm. 4	<input type="checkbox"/> Old Sanctuary Class Rm.	<input type="checkbox"/> Foyer	<input type="checkbox"/> Sanctuary

Lower Level:

<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Computer Class Rm.	<input type="checkbox"/> Gathering Room W.
<input type="checkbox"/> Gathering Room E.	<input type="checkbox"/> Rasmussen Music Room		

Other:

<input type="checkbox"/> Genesis House	<input type="checkbox"/> Lawn and Grounds	<input type="checkbox"/> Fire Ring	
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Equipment Requested

<input type="checkbox"/> Lectern	<input type="checkbox"/> Tripod	<input type="checkbox"/> Round Tables _____	<input type="checkbox"/> Coffeepot
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Chairs _____	<input type="checkbox"/> Long Tables _____	<input type="checkbox"/> Projector/AV

Requested By:

Name _____

Address _____

Phone _____ Email: _____

Date _____ References: _____

Signature _____

Other Requests and Comments: _____

How much setup time required? _____ How much cleanup time required? _____

Banner(s) placement required? YES NO If yes, date up ____/____/____ date down ____/____/____

Responsible Person (Must be church member):

Name _____

Address _____

Home Phone: _____

Work Phone: _____

Signature _____

Date _____

Signature signifies you have read, understand, and agree to the following guidelines.

Guidelines:

- If injury occurs, notify church office or the facilities board chairman
- Lock doors
- Turn off lights
- Return room(s) to condition(s) indicated on the layout posted in each room
- Smoke free environment
- No alcoholic beverages

PRPC will provide childcare for persons attending **church sponsored activities.** Each committee requesting childcare is responsible for paying the child care workers from their budget. Committees will also be responsible for paying a minimum of 1 hour per child care worker for their time and travel if child care is requested yet no children arrive.

PRPC reserves the right to cancel activities at the church due to extreme weather conditions at any time.

<p>JANUARY '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>FEBRUARY '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				<p>MARCH '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>APRIL '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																			
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Request Approved By: _____ Date: _____

Calendar conflict checked _____ Comments: _____

_____ Key Card Issued # _____

_____ Door Programmed Open From _____ To _____