



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 Administrator.

CALENDAR PURPOSES ONLY (no rooms requested)

Dates of Facility Use: (One Application Per Event)

NOTE: If an event lasts more than one day, please include the beginning and ending time on each consecutive day.

The time listed will be the time shown on the church calendar. If additional time is required for setup and cleanup, please provide that information in the appropriate place below.

Date: _____	Date: _____	Date: _____
Time (Actual Event Start Time):	Time (Actual Event Start Time):	Time (Actual Event Start Time):
Starts _____ AM/PM	Starts _____ AM/PM	Starts _____ AM/PM
Ends _____ AM/PM	Ends _____ AM/PM	Ends _____ AM/PM

Name of Event _____

Purpose of Meeting _____

Number of Persons Expected to Attend _____

Event Does Not Repeat

Event Repeats:

- Daily (Excluding Holidays)
Starts ___/___/___ Ends ___/___/___
- Weekly (Excluding Holidays)
Every _____ week(s) on Su M T W Th F S
Starts ___/___/___ Ends ___/___/___
- Monthly (Excluding Holidays)
 On the _____ Day of the Month
 Day of the Week:
on the _____ Su M T W Th F S
Starts ___/___/___ Ends ___/___/___
- Annually
- Custom (Please list days):
_____/_____/_____ _____/_____/_____ _____/_____/_____
_____/_____/_____ _____/_____/_____ _____/_____/_____
_____/_____/_____ _____/_____/_____ _____/_____/_____
_____/_____/_____ _____/_____/_____ _____/_____/_____

How much setup time is required? _____

How much cleanup time is required? _____

I have key fob and key access to the building and assigned room(s) Yes No

I require the doors programmed to open for my event Yes No

If "Yes", please program the
 North Entrance East Entrance (Staff Entrance)
 West Entrance All Entrances
to Unlock at _____ and Relock at _____

Rooms Requested:

Main Level:

- Classroom 1
- Classroom 3
- Classroom 4
- Classroom 5
- Chapel
- Chapel Classroom
- Library (Chapel)
- Holy Grounds Cafe
- Foyer
- Eddy Room
- Parlor
- Cry Room
- Sanctuary

Lower Level:

- Fellowship Hall
- Kitchen
- Classroom 6
- Gathering Room West
- Gathering Room East
- Rasmussen Music Room

Other:

- Genesis House
- Lawn and Grounds
- Fire Ring/Shelter
- Parking Lot

Other Requests and Comments: _____

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

- This is a special church event that requires advertising**
- This is a church event that requires banner placement**
Beginning ___/___/___ Ending ___/___/___

Requested By:

Name _____
Address _____
Cell Phone _____ Email: _____

My signature signifies I have read, understand and agree to the Facilities Use Guidelines of Pine Ridge

Presbyterian Church:

Signature _____ Date _____
References: _____

Responsible Person (Must be church member):

Name _____
Address _____
Cell Phone _____ Email: _____

My signature signifies I have read, understand and agree to the Facilities Use Guidelines of Pine Ridge

Presbyterian Church:

Signature _____ Date _____

<p>REMEMBER:</p> <ul style="list-style-type: none">• If injury occurs, notify church office or the facilities board chairman immediately• Return room(s) to their original condition• Lock doors• Turn off lights (INCLUDING BATHROOMS)	<ul style="list-style-type: none">• Smoke free environment• No alcoholic beverages• Do not prop exterior doors open at any time• PRPC reserves the right to cancel activities due to extreme weather conditions at any time
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OFFICE USE ONLY:

Request Approved By: _____ Date: _____
Calendar conflict checked _____ Comments: _____

