

FCC Event & Room Reservation Request

Directions:	<ul style="list-style-type: none"> Completely and clearly fill out Steps 1 and 2 on both sides of this form. Save it and send it to long@kenoshafcc.com at the main office at least one month prior to start of event. Rooms can fill up quickly and are rented on a first-come, first-served basis. A staff member will contact you after the Executive Team reviews your request at their weekly meeting *** Payment is required prior to your event ***
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STEP #1 TELL US ABOUT YOUR EVENT

Date Submitted	Event Title/Room Rental Reason		
Submitted By			
Ministry (if applicable) (ex: FCC Kids)	Is this a Recurring Event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when		
Contact Person Name	First Date of Event	Last Date of Event	
E-mail	Check day of week <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	Check day of week <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	
Phone	Start Time of Event <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time of Event <input type="checkbox"/> AM <input type="checkbox"/> PM	
	Room Set-up Date and Time	Room Tear Down Date and Time	

GROUP SIZE and ROOM USE

Age Group	Number of Participants Expected	Room Use/Activity	Preferred Room #	Room # (assigned by staff)
Adults				
7 – 12 grade				
5 – 6 grade				
4 – 5 years old				
K-4 th graders				
3 years old				
2 years old				
Toddlers				
Nursery				

OTHER NEEDS (check all that apply)

<input type="checkbox"/> Kitchen <i>(if using kitchen you must have in-person instructions in use of oven/stove/vent)</i>		Do chairs in Auditorium need to be stacked for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Round 8' Tables	<input type="checkbox"/> Playground	<input type="checkbox"/> Bus	Audio/Visual Needs (\$75) <input type="checkbox"/> A/V <input type="checkbox"/> DVD <input type="checkbox"/> TV
Number of Rectangle 6' Tables	<input type="checkbox"/> Other needs (please explain)		
Number of Chairs			

REGISTRATION DETAILS FOR YOUR EVENT

Registration dates and deadline	How to register: (check all that apply)		
Total Cost of Event \$	<input type="checkbox"/> East Foyer Counter Date(s) _____ Time(s) _____ Cash Box Needed <input type="checkbox"/> Yes <input type="checkbox"/> No		
Deposit \$	Due Date	<input type="checkbox"/> South Foyer Counter Date(s) _____ Time(s) _____ Cash Box Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Final Payment \$	Due Date	<input type="checkbox"/> Web/App <input type="checkbox"/> Connect Card	

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STEP #2 TELL US HOW TO PROMOTE YOUR EVENT (For FCC sponsored events only)
Promotion will be determined based on how this opportunity/event fits into FCC's Core Purpose, Values and Vision. If this event requires an article for the bulletin, attach your article draft for editing; include date, time, location and contact person info in the body of the article.
Describe the event. How does this fit in with FCC's Purpose, Value and Vision?
Target audience (Who needs to know?)
Why should they participate?

FEES (The hour count includes set-up time. \$25 custodial fee added to some rentals of Extra Large space)
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<p style="text-align: center;">Small</p> <p style="text-align: center;">Less than 20 people</p> <p>Regular Attender: 0-1 hour= no charge 1-4 hours= \$20, \$10/hour each additional hour</p> <p>Non-Regular Attender: 0-4 hours= \$30, \$10/hour each additional hour</p> <p>Kitchen: \$10 per hour A/V needs: \$75</p>	<p style="text-align: center;">Medium</p> <p style="text-align: center;">20 - 50 people</p> <p>Regular Attender: 0-1 hour= no charge 1-4 hours= \$30, \$10/hour each additional hour</p> <p>Non-Regular Attender: 0-4 hours= \$50, \$10/hour each additional hour</p> <p>Kitchen: \$10 per hour A/V needs: \$75</p>	<p style="text-align: center;">Large</p> <p style="text-align: center;">50 – 100 people</p> <p>Regular Attender: 0-1 hour= no charge 1-4 hours= \$50, \$10/hour each additional hour</p> <p>Non-Regular Attender: 0-4 hours= \$70, \$10/hour each additional hour</p> <p>Kitchen: \$10 per hour A/V needs: \$75</p>	<p style="text-align: center;">Extra Large</p> <p style="text-align: center;">100 + people</p> <p>Regular Attender: 0-1 hour= \$50 1-4 hours= \$100, \$50/hour each additional hour</p> <p>Non-Regular Attender: 0-4 hours= \$200, \$50/hour each additional hour</p> <p>Kitchen: \$10 per hour A/V needs: \$75</p>
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For any changes to this room rental agreement, including use of the kitchen, 5 business days or less of the event, please contact the church office at english@kenoshafcc.com

OFFICE USE ONLY			
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials	Date	Fee Total \$
How should this event be put in Elexio? (check all that apply) <input type="checkbox"/> Kiosk <input type="checkbox"/> Website <input type="checkbox"/> Mobile Check-in <input type="checkbox"/> None		How should this event be published? (check all that apply) <input type="checkbox"/> Website calendar <input type="checkbox"/> None	
NOTES			
Publish to: (initial and date)	Outlook with copy of this form attached	Elexio	
Building Access: (initial and date)	Master Key	FOB	Room Key
Approval/Denial E-mail to Contact Person: (initial and date)	Event Room(s) & Code(s)		Janitor Room & Code
Amount Paid:	Date	Collected By	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____