



Kennewick First United Methodist Church

421 W Kennewick Ave, Kennewick, WA 99336

509-582-2163 • 509-586-0298 FAX

www.kennewickfirst.com

Building Use Request Form

Today's Date: _____ Event/Group Name: _____

Name of Responsible/Contact Person: _____ Non-Profit? _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Event Date: _____ Start Time: _____ End Time: _____

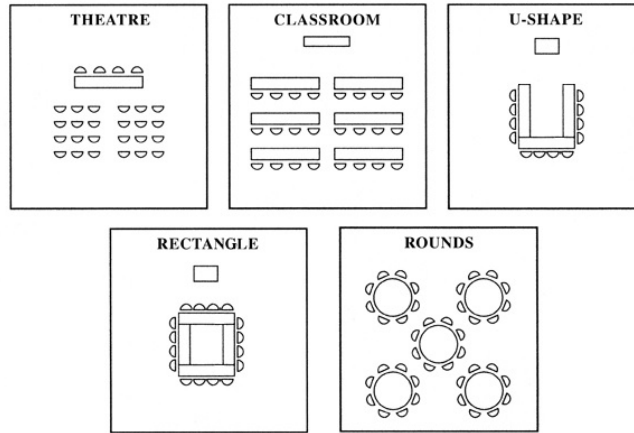
Estimated Attendance: _____ Set-up Time: _____ Take-down Time: _____

Room or Rooms Desired (*maps available upon request*): _____

Sound System Needs (describe): _____

Room Set-up: _____

Please select an arrangement for each room requested:



Room Setup Options					
Seating available (normal room arrangement in bold)					
	Theatre	Rounds	Rectangle	U-Shape	Classroom
Library ¹ _A	17	-----	-----	-----	-----
Susanna Wesley Room ² _B	25	24	24	20	16
Overflow Room	30	32	24	20	12
Conference Room	20	-----	15	12	8
3rd Grade room ³	15	12	-----	-----	-----
4/5 Grade room	25	-----	20	14	12
Chapel ⁴	16	-----	-----	-----	-----
Fellowship Hall ⁵ _C	-----	144	-----	-----	-----

¹The library will not be setup in any other manner due to the possibility of damage.

²The Susanna Wesley Room is somewhat restricted by the baby grand piano that will not be moved.

³The 3rd Grade Room is one of the smallest rooms in the church.

⁴The Chapel is also a very small room in the church that is not easily converted to accommodate groups.

⁵We do not have enough tables to set this room with anything other than rounds.

Audio / Visual Components

_Aupright piano

_BBaby grand piano

_CPull down screen

Building Use Fees:

Fellowship Hall	\$50 (without chairs and tables)	\$75 (with chairs & tables)
-Kitchen use	\$40	
Library	\$25	
Susanna Wesley Room	\$25	
Overflow Room	\$25	
Conference Room	\$25	
3 rd Grade Classroom	\$25	
4 th /5 th Grade Classroom	\$25	
Chapel	\$50	
Sanctuary	\$100	
Custodial Service	\$25/ per hour	
Sound Tech	\$25/ per hour	

Total Amount Due _____ *Make checks payable to KFUMC*

Charges are to be paid in full at least three days prior to event. A refundable damage deposit of \$250 (separate check please) along with this signed form must be turned into the church office to tentatively hold your date(s). You will be notified after final approval has been granted.

It is the Event Coordinators responsibility to:

1. Ensure the safety of all participants.
2. Provide door monitor at each unlocked door during the event and ensure that all event doors are locked after the event.
3. Only utilize designated event space (limiting activities to designated areas).
4. Respect maximum group size as determined by KFUMC plan.
5. Clean and disinfect frequently touched surfaces and shared objects in designated event space before and after activities. This includes tables, doorknobs, light switches, countertops, handles, desks, faucets.
6. Ensure safe and correct application of disinfectants and keep them away from children.
7. Activities must be scheduled in advance with the Administrative Office/staff to be placed on the church calendar.
8. Attendance must be taken at each meeting (full names and phone numbers). Attendance roster shall be turned into the church office within 12 hours of each meeting.

I have read and understand these expectations.

Signed _____ Date _____

This area to be completed by office staff.

Building Use approved by: _____ Date: _____

Proof of insurance required? _____ Proof of insurance received and attached? _____

Key given to: _____ Date: _____

Date key returned: _____

Damage deposit paid: _____ Date: _____ Fees paid? _____ Date: _____

Other groups meeting in building that need to be notified:

_____	Notified on: _____
_____	Notified on: _____
_____	Notified on: _____
_____	Notified on: _____