

**Kernan Blvd Baptist Church
Event Calendar Request**

Staff Approved on _____

Notified Requestor on _____

All events, on or off campus must have a calendar event request.

The purpose of this form is to insure the church staff coordinates successful events. Every detail of the event listed is important to insure we can furnish what is needed, and not double events on the same dates or use of facilities.

The use of any KBBC facility is FREE for *CHURCH RELATED* events. See "Private Event Request" if you wish to schedule a non-church related event at KBBC. There will be a fee with additional information required.

Is this event church related?	<input type="checkbox"/> Yes or <input type="checkbox"/> No; If No, Please complete the Private Event Calendar Request.				
Name of Event	For advertisement, email Kyle with specific details: Kyle.lane@kernanbaptist.org			Date of Event	
Name of Event Contact			Email		
Home Phone			Cell Phone		
Department			Class		
Location & Description of Event					
Time Event Starts		Time Event Ends		Setup / Cleanup Time Required	Before _____ hrs After _____ hrs
Cost Per Person	\$ _____	How Many People will be attending?		_____	
Facilities Requested & Room Setup	<input type="checkbox"/> Pavilion <input type="checkbox"/> FLC Gym <input type="checkbox"/> Kernan Kaffe <input type="checkbox"/> FLC Kitchen-stove? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FLC Stage <input type="checkbox"/> FLC Classroom <input type="checkbox"/> All of FLC <input type="checkbox"/> Softball Fields <input type="checkbox"/> Grill (cleaning required after use) <input type="checkbox"/> Main Bldg Classroom(s)-How Many? _____ Classroom # _____ *Room Setup: <input type="checkbox"/> Board Room, <input type="checkbox"/> U-Shape, <input type="checkbox"/> Theatre Seating, <input type="checkbox"/> Classroom Style (w/tables), <input type="checkbox"/> Round Tables, <input type="checkbox"/> Rectangular Tables; <input type="checkbox"/> Other; explain set-up. _____ _____ _____				
Audio Equipment Needed	<input type="checkbox"/> LCD Projector <input type="checkbox"/> TV/VCR/DVD <input type="checkbox"/> PA System <input type="checkbox"/> Microphone <input type="checkbox"/> Screen <input type="checkbox"/> CD Player <input type="checkbox"/> Laptop <input type="checkbox"/> Other _____				
Supplies Needed for ON or OFF Campus	<input type="checkbox"/> Divided Plates <input type="checkbox"/> Plain Plates <input type="checkbox"/> Dessert Plates <input type="checkbox"/> Bowls <input type="checkbox"/> Napkins <input type="checkbox"/> Cups <input type="checkbox"/> Table Covers <input type="checkbox"/> Forks <input type="checkbox"/> Spoons <input type="checkbox"/> Knives <input type="checkbox"/> Garbage Bags <input type="checkbox"/> Paper Towels <input type="checkbox"/> Other _____				
Childcare	<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, YOU will need to contact Yolanda Hall @ 318-9738 or the office 641-4588 ext 15. Childcare MUST be coordinated through Yolanda Hall <u>in advance</u> . Children are watched in the preschool area. Childcare is only provided for church events. Childcare is not provided for every event.				
Transportation	Since transportation is contracted, an event request must be submitted and approved 30 days prior to the event. A minimum of 15 participants must be attending for paid transportation. Drivers must be approved. See page 2 for details. Approx. number of participants? _____				

Money for Event	If church funds are required for this event, (i.e. reimbursements, advanced checks, or credit card purchases), prior approval is required by completing a ‘PURCHASE REQUISITION’ 10 days prior to event date . The purchase requisition requires approval from the minister over the ministry. Amounts over \$100 will require an additional approval by the Executive Pastor. Monies spent without prior approval will not be reimbursed. Receipts are mandatory and must be submitted to the Minister over the event no later than 7 days after the event.
Driver Approval	Driver Approval – Any driver who drives students in their personal vehicle 18 years of age and below must have completed a driver application. The same online driver application applies if you drive a rental vehicle for a trip for ANY age group. It takes at least 3 days to clear a driver. Don’t wait till the day before. Please go to www.kernanbaptist.org/forms and click on driver application and submit to the KBBC office after completing.
Back Ground Checks	Anyone who works or volunteers at KBBC with students 18 years of age and below must pass a back ground check. See the church office for the form. www.kernanbaptist.org/forms
Facilities	<ul style="list-style-type: none"> • Make arrangements for how you will access the buildings at least 2 days before the event. • Certain tables and chairs are limited moving from bldg to bldg. • No Dancing • Tobacco, Alcohol, and Illegal Drugs are prohibited. • No Secular music. Only Christian music is to be played. If you have any questions, please contact the Executive Pastor.
Supplies	The Pavilion and the FLC are stocked with paper goods and utensils. If you are unable to find what you need, please search every closet, cabinet, & drawer before you call the staff. Again it’s best to come to the building 2 days before the event to make sure everything you need is available.
Clean-up Required	<p><u>Clean-up is the responsibility of the group/individual hosting the event.</u></p> <ul style="list-style-type: none"> • All trash, personal food, & personal dishes should be removed from the building. • ALWAYS USE garbage bags in garbage cans before putting trash inside them. • Take garbage to the OUTSIDE DUMPSTER. • Clean the kitchen area. • Clear the area of the event. • TAKE ALL DISHES HOME AND DON’T LEAVE FOOD IN THE REFRIGERATORS, IT WILL BE THROWN AWAY.

I have read and agree to abide by the KBBC Policies _____ Date _____
Signature of Requestor

To Do List:

- _____ Pick up a key (if needed) from the church office the week of the event
- _____ Visit the facility at least 2 days before your event to make sure supplies are available.
- _____ Pick up advance check (if needed) the week of the event – please call first for a pick-up time.
- _____ With in 7 Days after the event...if applicable, submit all receipts of purchases made for the prior approval requisition.

Calendar request should be submitted to the church office at least 30 days in advance of your event. This will allow enough time to promote, reserve the facility and contract transportation (if needed). Fax # 904-641-1777

Email to: dee.crawford@kernanbaptist.org