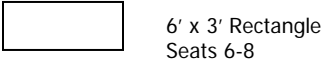
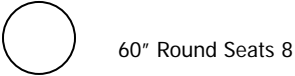


# Kenwood Baptist Church EVENT REGISTRATION FORM

*Please Print*

Event Details			
Event Name: _____			
Event Date: _____	<input type="checkbox"/> One Time Use?		
<input type="checkbox"/> Recurring Event? <i>(must be renewed each August)</i> <input type="checkbox"/> Weekly _____ <input type="checkbox"/> Monthly _____			
Event Start Time: _____	Event End Time: _____	Set Up Begin Time: _____	
Number of persons expected: _____		Clean-up End Time: _____	
Other setup access times\dates: _____			
Questions? Call me!			
Sponsoring Organization: _____			
Person(s) in Charge of Event: _____			
E-Mail Address: _____		Home Ph.: _____	
Mobile Ph.: _____		Work Ph.: _____	
I want my event publicized!			
Private Event? (No announcements, will not appear on published calendar): <input type="checkbox"/>			
Event to be announced In:	Bulletin / Klarion / E-News / Pulpit / Posters / Website / Event List-Enquirer/ Paid Ad/ Free Article		
<b>(All forms of publicity require written <i>(on paper or electronic)</i> submission to <a href="mailto:JoEllenHothem@KenwoodBaptist.org">JoEllenHothem@KenwoodBaptist.org</a>)</b>			
<small><i>Klarion deadline is 1<sup>st</sup> Tuesday of the month prior; Bulletin announcements will be run for no more than three weeks; Newspaper ads must be paid for; information must be received one month in advance; Free event listing in newspapers needs two months advance notice.</i></small>			
Room Reservations			
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Chapel	<input type="checkbox"/> Shelter House	<input type="checkbox"/> Parlor
<input type="checkbox"/> Multi-Purpose Room, <input type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Nursery	<input type="checkbox"/> Library
<input type="checkbox"/> Sunday School Rm #'s: _____		<input type="checkbox"/> Conference Rm	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Entry Doors to be unlocked: North Atrium ___ Sanctuary ___ West Lower Hall ___ West Upper Hall ___ Chapel ___ East Covered ___		<input type="checkbox"/> Toddler Rm	<input type="checkbox"/> Youth Rm
Equipment Reservation			
<input type="checkbox"/> Microphone(s) Qty: _____	<input type="checkbox"/> Music Stands Qty: _____	<input type="checkbox"/> Lectern	
<input type="checkbox"/> Display Easel\Paper Pad	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> White Board	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Computer Projector	<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Chapel projection	<input type="checkbox"/> TV with DVD/VCR
<input type="checkbox"/> Chapel Sound	<input type="checkbox"/> Sanctuary Sound	<input type="checkbox"/> Portable Sound/speakers	<input type="checkbox"/> Fellowship Hall Sound
<i>Church trained sound board operator required for Sanctuary and Chapel systems. Name: _____</i>			
# Round Tables: _____	# Rectangular Tables: _____	# of Chairs: _____	
<i>Special Room Requests:</i>			
<i>**Use room maps on back to indicate setup</i>			
<b>Terms &amp; Condition for Building Use:</b>		<i><u>Rooms must be returned to original state, tables wiped down, floors swept and mopped. Kitchen must be cleaned, dishes washed and counters wiped down.</u></i>	
Office Use Only			
Approval Date: _____		Event entered on Master Calendar? <input type="checkbox"/>	Entered by: _____
Copy to: <input type="checkbox"/> Facilities (Patrick)	<input type="checkbox"/> Publicity (JoEllen Hothem)	<input type="checkbox"/> Other?	<input type="checkbox"/> <b>Filed in activity book?</b>
<b><i>Requested Donation for Facilities Use:</i></b>			
Today's Date: _____ / _____ / _____			

# FELLOWSHIP HALL – Seats 300



# MULTI-PURPOSE ROOM

