



STEP 1

- FULLY COMPLETE this form, and SIGN it, indicating that you have read/understand the Code of Conduct (*You are welcome to contact the church office to inquire if your desired date/time/area is available.*)
- RETURN the form to the church office. (*We recommend you submit your request as soon as possible to increase your chances of approval.*)

STEP 2

- The Ministry Staff will REVIEW your request at their next meeting.
- We will contact you to advise whether or not your request has been approved.

CONTACT INFORMATION *List the person who will be responsible for organizing the event.*

Name: _____
First Last Class or Group Name, if Applicable

Phone (List 2): _____
 Home Work Cell Home Work Cell

Email: _____

EVENT INFORMATION

Please describe the purpose of your event: _____

Date of Event: _____ Number of People Expected to Attend: _____

Please List Times: _____
Arrival (Set-Up) Event Start Event End Departure (AFTER Clean-Up)

FACILITIES/EQUIPMENT NEEDS *Please mark applicable activities/ areas of use.*

TABLES/CHAIRS

- Tables Needed: specify quantity: _____
- Chairs Needed: specify quantity: _____

It is understood that each class/group will set up and tear down, clean the room, and leave it in pre-event condition. If this poses any problem for your group, please notify the office.

SPECIFIC ROOM REQUEST: *We will consider all requests, but please be flexible if we suggest another room.*

- Kitchen
- Gym
- Fellowship Room
- Meadows Complex
- Youth Center Senior High Jr. High
- Ministry Center; Room # _____
- Other, please specify: _____

EQUIPMENT

- Sports Equipment: _____
- Piano
- Other Musical Instruments: _____
- Microphones, specify quantity: _____

TECHNICAL EQUIPMENT

- Video Projection: We plan to show:
 - DVD Slide Show* Power point Presentation*
- * **Must be submitted to the office *one week* prior to event.**
- Sound System

OTHER: Please describe ANY OTHER needs below: _____

CODE OF CONDUCT

1. Parents/Leaders will be directly responsible for the supervision of children while using the Church facilities. **Children must be restricted to the area reserved for the event.**
2. No intoxicating beverages, illegal drugs, tobacco products, or weapons will be allowed on any property of the King Street Church. It is further noted that no profanity or disorderly conduct will be tolerated. Enforcement of this guideline is the responsibility of the sponsoring class or group. Failure by the sponsoring class or group to enforce this guideline may result in the forbidding of the class or group's use in the future.
3. Playing of softball, baseball, football, or any other sport that will cause damage to the facility will not be allowed inside the Church facilities.
4. All persons using the Church facilities must be modestly dressed at all times.
5. All music in the Church facilities must be appropriate and be played at a non-offensive level. Dancing or DJ's are not permitted.
6. Gaming of any kind (i.e. bingo, etc.) which includes the exchange of money or gifts will not be permitted in the King Street Church facilities.
7. Members of class or group will assume all responsibility for any damage to the facility and proper cleanup after event.
8. Do not use nails, tacks, or cellophane tape to fasten temporary decorations, posters, etc. to walls, woodwork, or windows.

CHURCH USE PURPOSE STATEMENT

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open for public use, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the Governing Documents of the United Brethren in Christ denomination (www.ub.org.) Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings regardless of whether the facilities are connected to the church's sanctuary, because the church sees all its property as holy and set apart to worship God.

King Street Church Policy: King Street Church facilities may not be used for the purpose of raising monies for projects not related to some authorized activity of KSC or its mission, or for sales, fundraising, or promoting for individual profit. Church functions take precedence over any other activities in the use of facilities.

Hours of use: Depending on the scheduled hours of the event, the person responsible for organizing the event may be required to sign out a loaner key from the church office.

Applicant: _____ Date: _____

Business Manager _____ Date: _____

I hereby certify that I have read and agree to comply with the Purpose Statement and the Code of Conduct.

Signature: _____ Office Use: Received: _____

Date

Initials