## **Event Registration Form**

We would love to accommodate your room rental request! As our rooms can fill up quickly, we encourage you to submit this completed form to <a href="long@kenoshafcc.com">long@kenoshafcc.com</a> several weeks in advance of your event.



Give us a week to review your request and we'll send you an email with additional information.

NOT ALLOWED AT FCC: Latex Balloons – not permitted anywhere in building or on the grounds

Red or dark blue cake icing/frosting, red liquid, live rose petals – not allowed in any carpeted areas

K – 5 <sup>th</sup> grade 4 – 5 years old 3 years old	TELL LIC ADOL	IT VOLID EVE	NIT		<u> </u>	·			
Name of Contact Person				contac	t the overseeing Minis	ter)			
Name of Contact Person    E-mail	•								
Last Date of Event	(see above list of item	is NOT ALLOWED a	at FCC )						
Last Date of Event									
Start Time of Event	Name of Contact Pe	erson			E-mail	Phone			
Start Time of Event						I 4-			
Day of week   S   M   T   W   T   F   S    Room Set-up Date, Start Time and End Time   Room Tear Down Date, Start Time and End Time    Is this a Recurring Event?   Yes   No   Provide any dates you will not be meeting    If yes, when   Room USE (this will help us place you in the best available rooms)  Age Group   Number of   Room USE/Activity   Preferred   Room # (assigned by staff)    Adults   Sthis a Room # (assigned by staff)    Adults   Staff   Sthis a Room # (assigne	First Date of Event					Last Date of Event			
Room Set-up Date, Start Time and End Time    Room Tear Down Date, Start Time and End Time	Start Time of Event	AM	PM			End Time of Event AM PM			
Room Set-up Date, Start Time and End Time    Room Tear Down Date, Start Time and End Time	Day of week S	□м □т □∨	V	:		Day of week S M T W T F S			
If yes, when   GROUP SIZE and ROOM USE (this will help us place you in the best available rooms)    Age Group			d Time			Room Tear Down Date, Start Time and End Time			
Age Group Number of Participants Expected (see above list of items NOT ALLOWED at FCC)  Adults  4. Spected (see above list of items NOT ALLOWED at FCC)  Adults  5th - 2th grade (str					Provide any dates you will not be meeting				
Participants   Expected   (see above list of items NOT ALLOWED at FCC)   Room # (assigned by staff)		ROOM USE (th	nis will help ι	us plac	ce you in the best ava	ailable rooms)			
Adults   Staff)  Adults   Staff)  9th-1zth grade   Staff)  6th - 8th grade   Staff)  K - 5th grade   Staff)  Adults   Staff)  K - 5th grade   Staff)	Age Group			Room Use/Activity				(assigned by	
Adults  gth – 12th grade  6th – 8th grade  K – 5th grade  4 – 5 years old  3 years old  2 years old  3 years old  Toddlers  Nursery  OTHER NEEDS (check all that apply)  Kitchen (on-site instructions in use of kitchen required)  A/V DVD TV (Audio/Visual Needs \$100)  A/V DVD TV (Audio/Visual Needs \$100)  Other needs (please explain)  REGISTRATION DETAILS FOR YOUR EVENT (if using counter space for event signup)  Registration dates and deadline  How to register: (check all that apply)  East Foyer Counter Cash Box Needed Yes No Date(s): Time(s):  Deposit  Deposit  Due Date  Web/App		•	(see above list of items NOT			ALLOWED at FCC)	Room #		
6th – 8th grade  K – 5th grade  4 – 5 years old  3 years old  2 years old  Toddlers  Nursery  OTHER NEEDS (check all that apply)  Kitchen (on-site instructions in use of kitchen required)  A/V DVD TV (Audio/Visual Needs \$100)  Cher needs (please explain)  Registration DETAILS FOR YOUR EVENT (if using counter space for event signup)  Registration dates and deadline  How to register: (check all that apply)  East Foyer Counter Cash Box Needed Yes No Date(s): Time(s):  Deposit  Due Date  Web/App	Adults	<b>,</b>						,	
K - 5 <sup>th</sup> grade	9th — 12th grade								
4 - 5 years old 3 years old 2 years old Toddlers Nursery  OTHER NEEDS (check all that apply)    Kitchen (on-site instructions in use of kitchen required)   Playground   AV	6th – 8th grade								
3 years old 2 years old 1 Toddlers Nursery    Marsery	K – 5 <sup>th</sup> grade								
2 years old Toddlers Nursery  OTHER NEEDS (check all that apply)    Kitchen (on-site instructions in use of kitchen required)   Number of Round 8' Tables:   A/V   DVD   TV (Audio/Visual Needs \$100)   Number of Rectangle 6' Tables:   Number of Chairs:   Stack chairs in Auditorium for this event?   Yes   No  REGISTRATION DETAILS FOR YOUR EVENT (if using counter space for event signup)  Registration dates and deadline   How to register: (check all that apply)   East Foyer Counter   Cash Box Needed   Yes   No  Date(s): Time(s):   Due Date   Web/App	4 – 5 years old								
Toddlers Nursery  OTHER NEEDS (check all that apply)    Kitchen (on-site instructions in use of kitchen required)   Renter is responsible for set-up and tear-down	3 years old								
Nursery  OTHER NEEDS (check all that apply)    Kitchen (on-site instructions in use of kitchen required)	2 years old								
OTHER NEEDS (check all that apply)    Kitchen (on-site instructions in use of kitchen required)   Renter is responsible for set-up and tear-down     Playground   Number of Round 8' Tables:     A/V	Toddlers								
Kitchen (on-site instructions in use of kitchen required)   Playground   Number of Round 8' Tables:   Number of Rectangle 6' Tables:   Number of Chairs:   Stack chairs in Auditorium for this event?   Yes   No    REGISTRATION DETAILS FOR YOUR EVENT (if using counter space for event signup)   Registration dates and deadline   How to register: (check all that apply)     East Foyer Counter   Cash Box Needed   Yes   No   Date(s):   Time(s):	Nursery								
Playground	<b>OTHER NEEDS</b> (c	heck all that app	ly)						
Other needs (please explain)   Number of Rectangle 6' Tables:   Number of Chairs:   Stack chairs in Auditorium for this event?   Yes   No   Number of Chairs:   Stack chairs in Auditorium for this event?   Yes   No   Number of Chairs:   Stack chairs in Auditorium for this event?   Yes   No   Number of Rectangle 6' Tables:   Num	Kitchen (on-site instructions in use of kitchen required)					Renter is responsible for set-up and tear-down			
Other needs (please explain)  REGISTRATION DETAILS FOR YOUR EVENT (if using counter space for event signup)  Registration dates and deadline  How to register: (check all that apply)    East Foyer Counter   Cash Box Needed   Yes   No Date(s): Time(s):    Deposit   Due Date   Web/App						Number of Round 8' Tables:			
REGISTRATION DETAILS FOR YOUR EVENT (if using counter space for event signup)  Registration dates and deadline  How to register: (check all that apply)    East Foyer Counter   Cash Box Needed   Yes   No Date(s): Time(s):    Deposit   Due Date   Web/App			isual Needs \$	100)					
REGISTRATION DETAILS FOR YOUR EVENT (if using counter space for event signup)  Registration dates and deadline  How to register: (check all that apply)  East Foyer Counter Cash Box Needed Yes No Date(s): Time(s):  Deposit  Due Date  Web/App	Uther needs (ple	ase explain)							
Registration dates and deadline  How to register: (check all that apply)  East Foyer Counter Cash Box Needed Yes No Date(s): Time(s):  Deposit  Due Date  Web/App							∐ No		
Total Cost of Event \$ Due Date  Deposit \$ Due Date  Deposit \$ Due Date									
Total Cost of Event \$ Date(s): Time(s):  Deposit \$ Due Date \$ Web/App	Registration dates a	na deadime				Thow to register. (Check all that	арріу)		
Deposit Due Date Web/App						☐ East Foyer Counter Cash I	Box Needed 🔲 Ye	es 🗌 No	
\$	Total Cost of Event \$				Date(s): Time(s):				
Final Payment  Due Date  \$	Deposit Due Date				☐ Web/App				
Final Payment Due Date \$	\$								
\$	Final Payment		Dua	Dato					
	s Due Date								

For any changes to this room rental agreement after submission, including use of the kitchen, please contact the church office at <a href="mailto:long@kenoshafcc.com">long@kenoshafcc.com</a>

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(The hour count must include set-up and tear down time)						
	Small Room	Medium Room	Large Room	Extra Large Room	OFFICE USE ONLY	
Regular FCC Attender	0-1 hour= no charge 1-4 hours= \$25, \$10/hour each additional hour	o-1 hour= no charge 1-4 hours= \$35, \$10/hour each additional hour	o-1 hour= no charge 1-4 hours= \$55, \$10/hour each additional hour	o-1 hour= \$55 1-4 hours= \$105, \$50/hour each additional hour		
Non-Regular FCC Attender	o-4 hours= \$35, \$10/hour each additional hour	0-4 hours= \$55, \$10/hour each additional hour	o-4 hours= \$75, \$10/hour each additional hour	o-4 hours= \$205, \$50/hour each additional hour		
Kitchen	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour		
Audio/Visual Needs	\$100	\$100	\$100	\$100		
Custodial Fee	\$25	\$25	\$25	\$25		

OFFICE USE ONLY						
Approved Yes No	Initials	Date	Fee Total			
			\$			
Amount Paid:	Date	Collected By	Cash			
			Check #			
Calendar Entries						
Outlook (copy of this form attached in Outlook)						
☐ Elexio						
NOTES						

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