

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 long@kenoshafcc.com 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

TELL US ABOUT YOUR EVENT				
(For church sponsored events needing promotion, contact the overseeing Minister)				
Event Title/Room Rental Reason (see above list of items NOT ALLOWED at FCC)		Ministry (if applicable) (ex: FCC Kids)		
Name of Contact Person		E-mail		Phone
First Date of Event		Last Date of Event		
Start Time of Event <input type="checkbox"/> AM <input type="checkbox"/> PM		End Time of Event <input type="checkbox"/> AM <input type="checkbox"/> PM		
Day of week <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S		Day of week <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S		
Room Set-up Date, Start Time and End Time		Room Tear Down Date, Start Time and End Time		
Is this a Recurring Event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when		Provide any dates you will not be meeting		
GROUP SIZE and ROOM USE (this will help us place you in the best available rooms)				
Age Group	Number of Participants Expected	Room Use/Activity (see above list of items NOT ALLOWED at FCC)	Preferred Room #	Room # (assigned by staff)
Adults				
9th – 12th grade				
6th – 8th grade				
K – 5 th grade				
4 – 5 years old				
3 years old				
2 years old				
Toddlers				
Nursery				
OTHER NEEDS (check all that apply)				
<input type="checkbox"/> Kitchen (<i>on-site instructions in use of kitchen required</i>) <input type="checkbox"/> Playground <input type="checkbox"/> A/V <input type="checkbox"/> DVD <input type="checkbox"/> TV (Audio/Visual Needs \$100) <input type="checkbox"/> Other needs (please explain)		Renter is responsible for set-up and tear-down Number of Round 8' Tables: Number of Rectangle 6' Tables: Number of Chairs: Stack chairs in Auditorium for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
REGISTRATION DETAILS FOR YOUR EVENT (if using counter space for event signup)				
Registration dates and deadline		How to register: (check all that apply)		
Total Cost of Event \$		<input type="checkbox"/> East Foyer Counter Cash Box Needed <input type="checkbox"/> Yes <input type="checkbox"/> No Date(s): Time(s):		
Deposit \$	Due Date	<input type="checkbox"/> Web/App		
Final Payment \$	Due Date			

For any changes to this room rental agreement after submission, including use of the kitchen, please contact the church office at long@kenoshafcc.com

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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	0-1 hour= no charge 1-4 hours= \$35, \$10/hour each additional hour	0-1 hour= no charge 1-4 hours= \$55, \$10/hour each additional hour	0-1 hour= \$55 1-4 hours= \$105, \$50/hour each additional hour	
Non-Regular FCC Attender	0-4 hours= \$35, \$10/hour each additional hour	0-4 hours= \$55, \$10/hour each additional hour	0-4 hours= \$75, \$10/hour each additional hour	0-4 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 <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials	Date	Fee Total \$
Amount Paid:	Date	Collected By	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____

Calendar Entries

☐ Outlook (copy of this form attached in Outlook)

☐ Elexio

NOTES