



**Kennewick First United Methodist Church**

421 W Kennewick Ave, Kennewick, WA 99336

509-582-2163 • 509-586-0298 FAX

www.kennewickfirst.com

**Building Use Request Form**

Today's Date: \_\_\_\_\_ Event/Group Name: \_\_\_\_\_

Name of Responsible/Contact Person: \_\_\_\_\_ Non-Profit? \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Take-down Time: \_\_\_\_\_

Room or Rooms Desired (*maps available upon request*): \_\_\_\_\_

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Sound System Needs (describe): \_\_\_\_\_

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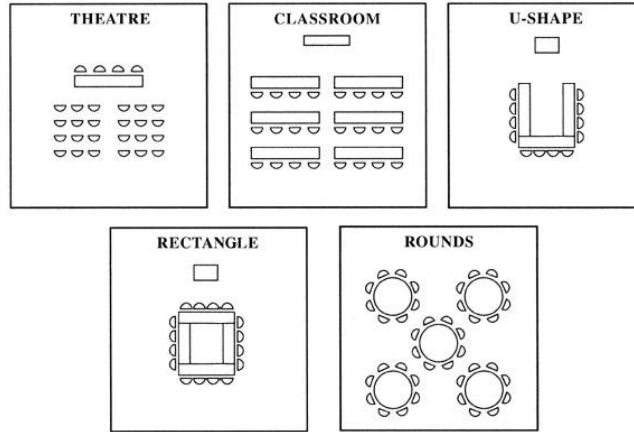
Room Set-up: \_\_\_\_\_

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Please select an arrangement for each room requested:



<b>Room Setup Options</b>					
Seating available (normal room arrangement in bold)					
	Theatre	Rounds	Rectangle	U-Shape	Classroom
Library <sup>1</sup> <sub>A</sub>	<b>17</b>	-----	-----	-----	-----
Susanna Wesley Room <sup>2</sup> <sub>B</sub>	<b>25</b>	24	24	20	16
Overflow Room	30	32	24	20	12
Conference Room	20	-----	<b>15</b>	12	8
3rd Grade room <sup>3</sup>	15	<b>12</b>	-----	-----	-----
4/5 Grade room	25	-----	<b>20</b>	14	12
Chapel <sup>4</sup>	<b>16</b>	-----	-----	-----	-----
Fellowship Hall <sup>5</sup> <sub>C</sub>	-----	<b>144</b>	-----	-----	-----

<sup>1</sup>The library will not be setup in any other manner due to the possibility of damage.

<sup>2</sup>The Susanna Wesley Room is somewhat restricted by the baby grand piano that will not be moved.

<sup>3</sup>The 3rd Grade Room is one of the smallest rooms in the church.

<sup>4</sup>The Chapel is also a very small room in the church that is not easily converted to accommodate groups.

<sup>5</sup>We do not have enough tables to set this room with anything other than rounds.

**Audio / Visual Components**

<sub>A</sub>upright piano

<sub>B</sub>Baby grand piano

<sub>C</sub>Pull down screen

**Building Use Fees:**

Fellowship Hall	\$50 (without chairs and tables)	\$75 (with chairs & tables)
-Kitchen use	\$40	
Library	\$25	
Susanna Wesley Room	\$25	
Overflow Room	\$25	
Conference Room	\$25	
3 <sup>rd</sup> Grade Classroom	\$25	
4 <sup>th</sup> /5 <sup>th</sup> Grade Classroom	\$25	
Chapel	\$50	
Sanctuary	\$100	

Custodial Service \$25/ per hour  
Sound Tech \$25/ per hour

Total Amount Due \_\_\_\_\_ *Make checks payable to KFUMC*

Charges are to be paid in full at least three days prior to event.  
A refundable damage deposit of \$250 (separate check please) along with this signed form must be turned into the church office to tentatively hold your date(s). You will be notified after final approval has been granted.

Signed \_\_\_\_\_ Date \_\_\_\_\_

***This area to be completed by office staff.***

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of insurance required? \_\_\_\_\_ Proof of insurance received and attached? \_\_\_\_\_

Key given to: \_\_\_\_\_ Date: \_\_\_\_\_

Date key returned: \_\_\_\_\_

Damage deposit paid: \_\_\_\_\_ Date: \_\_\_\_\_ Fees paid? \_\_\_\_\_ Date: \_\_\_\_\_

Other groups meeting in building that need to be notified:

\_\_\_\_\_  
Notified on: \_\_\_\_\_  
\_\_\_\_\_  
Notified on: \_\_\_\_\_  
\_\_\_\_\_  
Notified on: \_\_\_\_\_  
\_\_\_\_\_  
Notified on: \_\_\_\_\_