

Kirkpatrick Church of Christ

Family Life Center Use Request Form

The Kirkpatrick Church of Christ - Family Life Center is available for use with the first priority being church ministries, and as the facility is available, for family and organization functions. In order to confirm your date on the church calendar this form and the attached Family Life Center Use Guidelines form must be completed and signed and turned into the church office. Until these forms are completed and turned in there are no guarantees the facility is available for your event. **Please call the church office 1 week prior to your event to arrange for the building to be unlocked.**

Date of Ministry/Event _____

Purpose of Using the Family Life Center _____

Time of Event _____ Length of Event _____

Estimated Time for Setup _____ Estimated Time for Cleanup _____

Number of Participants _____

Do you need kitchen facilities? _____ If yes, for what purpose? _____

Contact Person _____

Phone Number(s) _____

If not a member of Kirkpatrick Church of Christ please provide: Address _____

City _____ Zip Code _____

I have read, understand, and agree to abide to the stated in Family Life Center Use Guidelines and realize that signing this agreement makes me responsible for this agreement.

Responsible Party Sign Here _____ **Date** _____



Office Use Only

Date forms received _____ Receiving staff _____

Deposit information (if applicable) Amount paid _____ Date _____

Check number _____