

Christ the King Building Use

_____	Date entered In E-calendar
_____	Date entered In LCC calendar

Today's Date: _____

One Time Use Date: _____

OR

Is a Key Needed? Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pick up Date: _____	
Return Date: _____	

Recurring Dates: _____

must be renewed each year

Event: _____

Time Start: _____ End: _____

Setup Date & Time (if needed) _____

Clean up time (if needed) _____

Contact: _____

Phone: _____

Email: _____

Number of Guests: _____ (maximum 200)

Small groups meet in the classrooms. Rooms 7 & 8 have a TV in it.

Classrooms: Curtain Wall that divides the classrooms into smaller rooms: Up / Down

1&2 (maximum 20)

3&4 (maximum 20)

5&6 (maximum 20)

7&8 / Media room (maximum 20)

Main vestibule:

RAFTS room:

Office Building:

Social Room (maximum 8-10)

Sunporch (maximum 8-16)

Spiritual Direction Room (maximum 3)

Chapel (maximum 20)

AV Setup

Extension cords: Yes / No If yes, number ____

Microphone: Yes / No

Media Cart (includes monitor, Chromebook & DVD player): Yes / No

Set up for Parish Hall

Tables (how many of each)

Round - seats 6, total of 24: _____

Rectangle - 8 foot, 30" deep, total of 20: _____

Chairs only: Yes / No if yes how many _____

Please describe the table and chair setup:

Perimeter walls (makes classrooms on outside of hall): Up / Down

Projector (which includes screen and outlet for a computer): Yes / No

Oven: Yes / No

If you are using the oven or stovetop, make sure to turn ON the exhaust fan which is located next to the wash up sink (next to the freezer). When done, make sure to turn the oven and/or stovetop OFF and the exhaust fan off.

Alcohol: Yes / No

If you use our tablecloths, you will need to launder and return them in the same condition as you received them within 1 week of the use of our building.

Or you can pay \$20 per tablecloth for us to dry clean them.

If Linens are NOT returned, a \$50 charge will be billed per tablecloth.

Please remember to clean up after yourself which includes washing and putting away dishes and sweeping floors.

Remember to turn off all the lights, lock up when you leave and return the key to the office the next day.