



Church Calendar Activity/ Building & Equipment Use Request Form

In order to manage the building use and the church calendar, please return this completed form as many days prior to your event as possible. Submission of this form does not constitute approval for building use. You will be notified by a member of our staff once the event is approved. Should your event cancel or change, please contact the church as soon as possible. 913-369-9422.

Today's Date: Name of Event:

Requested Date of Activity: Setup Date: Alt. Date of Activity (if applicable):

Time you will need into building: Time event starts: Time event ends:

Name of Person, Group or Organization:

Address: City, State & Zip:

Primary Contact Person: Email Address:

Daytime Phone: Evening Phone: Mobile Phone:

Purpose of Event:

Number of People Attending Event: Entry to Building Needed? YES (I need a key) NO (I have a key)

- Room(s) Needed?
- Worship Center
 - Sr. Adult Classroom
 - 101
 - 102
 - 103
 - 104
 - 105
 - Fellowship Hall
 - Kitchen*
 - Train Station w/o Cafe+
 - Train Station w/ Cafe+
 - Nursery Room(s)
 - Conference Room

In this box, include ANY setup or teardown information that you require WHBC Staff to do, ANY and ALL equipment (including tables and chairs) that you require, and ANY special instructions or comments that you may have that will help us in approving this event.

*Must have approved Kitchen Worker to use kitchen. Call office with Questions or list of approved workers. Fee may apply to hire Kitchen Worker. Call office for details.
+Train Station usage is limited. Cafe usage will incur a fee. Must have trained workers. Call office for details.

Please return to church office.

Office Use Only:
Approved? Added to Church Calendar? Email Sent to update staff?