



KINGS MOUNTAIN COMMUNITY CENTER

EVENT PLANNING PROCEDURES

Written by the Building Manager

Approved by KMVFB Board on August 13, 2019

Note: All required documents to reserve the CC for an event can be downloaded from the [Kings Mountain Online \(KMO\)](#) website!

To reserve the Kings Mountain (KM) Community Center (CC) for any event the procedures listed below must be followed:

1. You must be a Kings Mountain resident and a current dues paying member of the Kings Mountain Volunteer Fire Brigade (KMVFB). **This is NOT the same as Kings Mountain Association (KMA) membership.** The KMVFB annual membership fee is \$35.00 and is due in January of each year. The KMVFB membership form can be accessed and [downloaded from this link](#).
2. To make a request to reserve the CC follow these instructions:
 - Download and read the **User Policy** document. Please read this document carefully as it contains User Fees and other important information. If you understand and accept the policies detailed and the fees required for reserving the CC please continue.
 - Check and see if the day(s) you need to reserve the facility are available. The complete calendar for all Community Center events is available on [KMO](#).
 - If the date(s) you need are available, you may submit a request on-line at KMO. Please note that in order to submit an event you'll have to have a KMO user account. Getting an account is free and easy - just click the **Login** link in the top menu bar on KMO and then the **Create New Account** tab. Then follow the instructions on how to proceed on the right side of the page.
 - Once you are logged in, you'll see a welcome page with two large buttons. You **MUST** click the one on the right: **Request a Community Center Event**.
 - This will bring up the New Event request form. Follow the instructions on the right.
3. Once your event request has been sent, please download the appropriate contract either Single Use or Recurring Use.

Fill out the appropriate contract (they are fillable PDFs) and: (1) print it out and sign it; (2) attach a check for the event fee and a check for the deposit; and (3) send to:

**Building Manager
Kings Mountain Community Center
13889 Skyline Boulevard
Woodside, CA 94062**

Keep a copy of the contract for your files.

1. Once the contract is signed and the fees submitted, your event will be reviewed, and, if approved, it will be added to the calendar.
2. Sponsors of private, single use events at the Community Center are required to provide a certificate of liability insurance to the Building Manager as part of the Single Use Agreement. *The KMVFB will reimburse current volunteer firefighters for the cost of getting such a certificate issued.*
3. During the week before your event you may make arrangements to pick up a key to the building from either Kathy Shubin 925 212-0945 kdrmir@yahoo.com or Carrie German (650) 851-4198 carrieG2@aol.com).
4. Your deposit check will be destroyed/shredded after the CC has been inspected and the key returned.