



KINGS MOUNTAIN COMMUNITY CENTER

EVENT PLANNING PROCEDURES

Written by the Building Manager

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

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

1. You or your KM resident sponsor must be 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 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:
 - a. Download and read the **User Policy** document. Please read this document carefully as it contains User Fees and other important information. **Rental fees are subject to time and use** of the CC. If you understand and accept the policies detailed and the fees required for reserving the CC, please continue.
 - b. Check if the day(s) you need to reserve the facility are available. The complete calendar for all Community Center events is available on [KMO](#).
 - c. 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.

- d. Once you are logged in you'll see a welcome page with two large buttons. You **MUST** click the one on the right which says **Create 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 approved , please download the appropriate contract, either Single Use or Recurring Use, print the contract, fill it out, sign it, attach a check for the event fee and deposit and send to:

**Building Manager,
13889 Skyline Blvd,
Woodside 94062.**

Keep a copy of the contract for your files.

4. Once the contract is signed and the fees submitted you may make arrangements to pick up a key to the building from Carrie German (carrieG2@aol.com). Your deposit will be refunded after the CC has been inspected and the key returned.