

# CHRISTIAN LIFE *ACTIVITY & USAGE REQUEST FORM*

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**NOTE:** Allow a minimum of 7 business days for processing after this form is received in Church Office. Date Received \_\_\_\_\_

## 1 - BASIC INFORMATION

Activity Description \_\_\_\_\_ Attendance Expected \_\_\_\_\_  
Group Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

## 2 - DATES & TIMES

Date \_\_\_\_\_ Day \_\_\_\_\_  
Recurring dates: Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_  
Circle the Week: 1st 2nd 3rd 4th 5th Circle the day: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.  
Event Time: From \_\_\_\_\_ AM / PM To \_\_\_\_\_ AM / PM Reserve Time: (include setup & cleanup time) From \_\_\_\_\_ AM / PM To \_\_\_\_\_ AM / PM

## 3 - LOCATION REQUEST

Classrooms \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Kidz Aud \_\_\_\_\_ Kitchen \_\_\_\_\_ Conf Rm \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Youth Aud \_\_\_\_\_  
Youth Lobby \_\_\_\_\_ Main Aud \_\_\_\_\_ Main Lobby \_\_\_\_\_ Music Ste \_\_\_\_\_ Café \_\_\_\_\_ Modular Bldg. \_\_\_\_\_ Grounds \_\_\_\_\_ Other \_\_\_\_\_

## 4 - SETUP AND CLEANUP

 Draw setup diagram on the back of this sheet to indicate setup

Type of setup needed: Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Tablecloths # \_\_\_\_\_ Classroom style \_\_\_\_\_ Semi circle \_\_\_\_\_ Other \_\_\_\_\_

## 5 - BUILDING/VEHICLE KEY & CODE REQUEST

 AGREEMENT: I will not divulge my security code to anyone.

Key: Building 1 (Main Aud) \_\_\_\_\_ Building 2 (Kidz/Youth Aud) \_\_\_\_\_ Room \_\_\_\_\_ Alarm Code \_\_\_\_\_ Other \_\_\_\_\_

Vehicle: Vans \_\_\_\_\_ 1 or \_\_\_\_\_ 2 Trailer \_\_\_\_\_ Rental \_\_\_\_\_ Approved Driver(s) \_\_\_\_\_  
Pickup Date & Time \_\_\_\_\_ Return Date & Time \_\_\_\_\_

## 6 - CHILDCARE

 (See attached childcare policy on the back.) Childcare request needs to be in 14 days before event is scheduled to happen.

Before submitting this form, call Christina, Childcare director, at 957-7100 or email at colosmom@yahoo.com to confirm childcare availability.

Childcare avail. Yes \_\_\_\_\_ No \_\_\_\_\_ Reservation deadline set by Christina \_\_\_\_\_ Est. # of children: ages 0-2 \_\_\_\_\_ 3-4 \_\_\_\_\_ 5-11 \_\_\_\_\_

## 7 - AUDIO/VIDEO TECHNICAL SUPPORT

 (requires Christian Life technical support personnel and possible cost)

Sound System: Main Aud \_\_\_\_\_ Youth Aud \_\_\_\_\_ Kidz Aud \_\_\_\_\_ Multimedia (video projector, PowerPoint, etc.): \_\_\_\_\_  
Video Camera \_\_\_\_\_ Auditorium Platform Rearrangement \_\_\_\_\_ Details \_\_\_\_\_

## 8 - PROMOTION REQUEST

 (To write your own announcement or group description, use the back of this sheet.)

Promotional dates \_\_\_\_\_ Bulletin \_\_\_\_\_ Multimedia \_\_\_\_\_ Video Clip approx. 1 minute in length \_\_\_\_\_ (dependent on service schedule)

## 9 - EQUIPMENT NEEDED

TV \_\_\_\_\_ VCR \_\_\_\_\_ DVD \_\_\_\_\_ CD player \_\_\_\_\_ Tape player \_\_\_\_\_ Camera \_\_\_\_\_ Other \_\_\_\_\_

## 10 - SPECIAL EVENT EXPENSES

Rental facility/amount \_\_\_\_\_ Speaker (travel, food, honorarium etc) \_\_\_\_\_

## 11 - FOOD EXPENSE/DETAILS

## 12 - PROCESSING & APPROVAL

 - Office Use Only

AVAILABILITY	Yes _____ No _____	_____	Date Signed _____
TEAM PASTOR	Yes _____ No _____	_____	Date Signed _____
PRIMARY ROOM USER	Yes _____ No _____	_____	Date Signed _____
CUSTODIAL	Yes _____ No _____	_____	Date Signed _____
FINANCIAL/LEGAL	Yes _____ No _____	_____	Date Signed _____
CHILDCARE	Yes _____ No _____	_____	Date Signed _____
AUDIO/VIDEO	Yes _____ No _____	_____	Date Signed _____

# Advertisement for Bulletin, Insert or Multimedia

## **Childcare at Christian Life**

**Goal:** To provide quality Childcare for children whose parents are in attendance at a Christian Life meeting that is on or off the Church Campus.

**Scope:** Childcare will be provided for children from birth through the eleventh year of age. The age grouping of these children will be: 0 to 2, 3 to 5 and 6 to 11.

**A minimum of four children is** needed to justify childcare. Activities for those being cared for will be geared to the group's age and needs.

**Class Structure and Size:** For safety sake, all rooms will be staffed with no less than two workers. The ratio shall be 0 to 5 – one worker for every six children, 6 to 11 – one worker for every eight children. Children will be cared for in age appropriate rooms. The toddler playground will be for those children 5 years and under. In the event that a group's childcare need exceeds the available workers, volunteers from the group that is meeting will be requested to provide safe coverage.

### **Policy Matters:**

1. Requests for childcare need to be submitted **14 days prior to the scheduled event** by calling the Childcare Coordinator Christian McGovern at 957-7100. She will let you know if space is available and what the reservation date deadline will be so you can fill out the Building & Activities (yellow) form. When possible, events requiring childcare should be scheduled at the same time to allow multi-use of the child-care system.
2. The amount of children needing care must be included in the request. If exact numbers cannot be given, an estimate based on past events will suffice. This information must be included on the yellow activities sheet in order for the request to be processed
3. A sign-up list for those requesting childcare will need to be submitted **ten days prior to the scheduled event**. This will allow the Childcare Coordinator time to insure that proper staffing is in place.
4. Childcare will not be provided for less than four children.
5. Outside events requiring childcare will be by reservation only.
6. When possible, groups that are meeting at the same time shall share the childcare that is provided.
7. All promotional material will reflect the age range that childcare will be covering.