

CHRISTIAN LIFE *BUILDING & VEHICLE USAGE REQUEST FORM*

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www.ChristianLifeColumbia.com

**Allow a minimum of 7 business days to process after form is received in church office. Date Received** \_\_\_\_\_

**1 - BASIC INFORMATION**

Event Description \_\_\_\_\_ Attendance Expected \_\_\_\_\_

Group Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Preferred Contact # \_\_\_\_\_ 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: From \_\_\_\_\_ am / pm To \_\_\_\_\_ am / pm (include setup & cleanup time)

**3 - LOCATION REQUEST**

Kidz Aud \_\_\_ Kitchen \_\_\_ Conf Rm \_\_\_ Fellowship Hall \_\_\_ Brown Chapel \_\_\_ Brown Lobby \_\_\_ Main Aud \_\_\_ Main Lobby \_\_\_ Music Ste \_\_\_  
Café \_\_\_

Modular Bldg \_\_\_ Grounds \_\_\_ Classrooms \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

**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 - VEHICLE REQUEST** Van key request form will be filled out and approved before an individual can drive a van.

# of vans needed \_\_\_ Trailer \_\_\_ Trip Destination \_\_\_\_\_ Pickup Date/Time \_\_\_\_\_ Return Date/Time \_\_\_\_\_

Approved driver(s) \_\_\_\_\_

**6 - CHILDCARE** Childcare request needs to be in 14 days before event is scheduled-guidelines on back. Before submitting this form, email Christina, childcare director, at clolosmom@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 TECH and EQUIP SUPPORT** (requires Christian Life technical support personnel and possible cost)

Sound System: Main Aud \_\_\_ Youth Aud \_\_\_ Kidz Aud \_\_\_ Platform Rearrangement \_\_\_ (you will be contacted for details)

Laptop hookup \_\_\_ TV \_\_\_ VCR \_\_\_ DVD \_\_\_ CD player \_\_\_

**8 - PROMOTION REQUEST** Write your announcement or group description on the back of this sheet.

Promotional dates \_\_\_\_\_ Bulletin \_\_\_ Multimedia \_\_\_ Video Clip approx. 30 seconds in length \_\_\_ (dependent on service schedule)

**10 - 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_____
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 eleven years old. 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 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 emailing Christina, childcare director, [clolosmom@yahoo.com](mailto:clolosmom@yahoo.com). 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.

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. Actual number of children attending will need to be submitted by the date agreed on with childcare director. This allows time to insure proper staffing is in place.
4. Childcare will not be provided for less than four children.
5. When possible, groups that are meeting at the same time shall share the childcare that is provided.
6. All promotional material will reflect the age range that childcare will be covering.

revised 10-04-11