

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 _____ A41 Classroom _____ Area41 Aud _____
Area41 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 834-7015 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 _____ Area41 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 SPEAKER EXPENSES

Name _____ Date(s) _____ Est. Expenses (travel, hotel, honorarium, etc) _____

11 - FOOD PREPARATION/NOTES

 (Give 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 463-1153. 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.

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