

Activity Sheet

Event _____

Beginning Date _____ to _____ Recurring Frequency _____ (Daily, Weekly, Monthly)

Times

Start Time _____ to _____

Set Up _____ to _____ Clean-up _____ to _____

Times must fall between 6:30 AM and 11:00 PM. **(If set-up is needed, please complete the Set Up page)**

Locations: _____

Kitchen: I have reviewed the Kitchen Policy and I have a copy of the Kitchen Clean-up Procedures and will comply with that policy.

Bus Driver's Name _____ Number of Passengers _____
Driver must be approved and registered as a driver in the office

AV Equipment required: _____
(TV, DVD, projector sound system, etc.)

Child Care Requested Cost - 2 hour minimum \$ 50.00 estimate per team, depending on availability
Read and complete the Childcare Request Form and submit with Activity Sheet.

Any participants under 18 years old? If checked, then at least 2 Safe Sanctuary certified adults must be present at all times

Media Requests:

Outlet	Publish Start Date	to	Publish End Date	Media due to Office	Media due to Office (Creative Design required)
Connections				Prior Wednesday	
Spire				First & Third Thursday	
Website					2 Weeks prior
Facebook					2 Weeks prior
Atrium Slides				Prior Wednesday	2 Weeks prior
Sanctuary Slides				Prior Wednesday	2 Weeks prior
Post Cards				2 weeks prior to mailing	3 weeks prior to mailing
Posters				Prior Monday	2 Weeks prior

Additional Comments - Instructions

Sponsoring Person: _____ Today's Date _____

Email: _____ Phone _____

Sponsored by: Clergy Member Internal Church Group Other *

If Other, I have received the Equipment and Facilities Use Policy

CHILDCARE

REQUEST FORM

First St. Charles Methodist Church strives to provide a safe, healthy, Christian environment for children in our care (*generally during Sunday morning worship services and events during the week*) so that adults may participate in worship, learning events and engage in ministry opportunities.

Every effort will be made to fulfill childcare requests for events scheduled between 9:00 am and 7:30 pm.

Guidelines

- # Childcare Request forms must be received with the Activity Request Form.
- # The requestor will receive a confirming email when the form is received.
- # A second email will be sent if/when childcare is procured.
- # At "drop-off", parents/guardians will be asked to complete an informational form.
- # Parents/Guardians must remain at the church while children are cared for and available by cell phone.
- # Childcare workers arrive 15 minutes prior to the scheduled event and remain 15 minutes after the event to clean up.
- # Please be prompt in picking up children immediately after your event.
- # If you have any questions, please contact your pastor/sponsor.

Submit completed forms to the church office in person or by email. THANK YOU.

REQUESTOR _____

EMAIL ADDRESS PHONE: _____

Phone _____

MINISTRY & EVENT + _____

DAY/DATE OF EVENT _____

**TIME OF EVENT
START TIME:** _____

End Time _____

SUBMISSION DATE _____

List Names (Additional names, list on back by age group)		
Infants and Toddlers (Newborns through age 2)	Pre-School Children (3s, 4s, and Pre-K 5s)	Elementary School Kindergarten - 4th Grade

# childcare required (Office Use)			
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Configure the room as you would like it to be set

X = chairs

□ = card table

 = long table (seats 10)

 = short table (seats 8)

○ = round table

☒ = coffee service

A/V = TV/DVD

⊗ = podium

P = Projector

