

# Activity Request Form 2011-2012

This form is due no later than two weeks before an event.  
Once submitted, you will be notified in 5 business days.

## Event Date(s) Requested

Beginning date (Day/Month/Year) \_\_\_\_\_

Ending date, if more than one date \_\_\_\_\_

Or, list of dates: \_\_\_\_\_

Name of Activity/Meeting/Group \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Actual time event starts and ends Beginning \_\_\_\_\_ am/pm Ending \_\_\_\_\_ am/pm

Time Desired for Set up/clean up of actual event Beginning \_\_\_\_\_ am/pm Ending \_\_\_\_\_ am/pm

Event Day: Mon Tue Wed Thur Fri Sat Sun (circle days and frequency requested)

Frequency (circle one) One time Weekly Bi-weekly Monthly Other /Explain \_\_\_\_\_

Explain frequency, for example: 2<sup>nd</sup> Tuesday of each month or Mon & Wed of each week \_\_\_\_\_

Holidays or other days not meeting: \_\_\_\_\_

## \*For Rehearsal(s) or Set-up, use another Activity Request Form

(Indicate rooms wanted)	<u>Upstairs</u> Sanctuary Narthex Fellowship Hall Wesley Room Nursery Music Room Room 202 Room 204 Room 205  *Kitchen	<u>Downstairs</u> Jr High Room Sr High Room Room 106 Preschool Area  <u>Outside</u> Upper Parking Lot Lower Parking Lot Playground Nature Trail	Location of outside activity: _____ _____ _____  Location (s) in church not listed _____ _____
			(Cooking in kitchen requires a certified kitchen manager) Name of kitchen manager on duty _____

Use the **Change or Cancellation Form** for changes and return as soon as possible.

Notes for office

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by \_\_\_\_\_

Today's Date \_\_\_\_\_

Contact phone \_\_\_\_\_

Fax \_\_\_\_\_

Contact Other \_\_\_\_\_

Email \_\_\_\_\_

Do you need a key to get in the front door?  Yes  No If yes, check out a key in the office prior to the event.

### For office use

Date Confirmed \_\_\_\_\_

By Pastor Childers \_\_\_\_\_ and \_\_\_\_\_

Date put on Web calendar \_\_\_\_\_

Date Requester notified \_\_\_\_\_

Date key picked up \_\_\_\_\_

Date key returned \_\_\_\_\_

## St. George's United Methodist Church

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