

Activity request should be submitted on Fridays by 2:30 to the administrative office. The final approval of the activity request will take place in staff meetings on Monday mornings. Notification of activity being granted or declined will be done promptly. They can be left on Debbie's desk or after hours in the mail box mounted on the wall located outside the church office marked "office forms".

Original Request Revision-complete update needed Cancellation

Community of Seekers sharing God's Love

Andrew Price Memorial United Methodist

ACTIVITY REQUEST FORM

Please fill out completely, sign *** and submit to the Administration Office.

Date of Activity _____

Duration: (circle one): Monthly One Time Event Weekly Series

Day of the Week: M Tu W Th F Sa Su

Event: _____

Sponsored by _____

Time of the Activity: From _____ to _____ (please indicate AM or PM)

Room (s) Requested: _____

Room Use Time Requested From _____ to _____ (please indicated AM or PM)

Number of Participants : _____

Contact Person: _____ Phone: _____ / _____
Home Business

Activity Needs

Is a sound system needed? ___Y ___N

Infant/Preschool room needed ___Y ___N Children room needed (1st – 5th grade)? ___Y ___N

If Nursery helpers are needed contact Christy Earl at least 2 weeks before event. Fee is \$22.75/hr for 2 workers.

Vehicle Request: ___YES ___NO Bus Destination: _____

Approved Driver _____

Keys for vehicle should be checked out from the Business Office (Monday through Friday) by appointment only.

For room arrangement and/or equipment requested please specify on **Work Order** (On back of this form).

FOR OFFICE USE ONLY:

Date received _____ Request: ___ Granted ___ Conflict

Scheduled By _____ date _____

Maintenance Request

Date Needed: _____ Room: _____

Time Needed: _____ (AM or PM)

Request: _____

Requested by: _____

Date: _____

Please use the space provided below to provide a diagram of set up if necessary.

