

Facility Use/Work Order Request

Activity Day (of week) _____ Activity Date: _____

Type of Meeting/Activity: _____

Representative/Contact Person: _____ Member Non-member

Home # _____ Work # _____ Cell# _____

Room(s) Requested: _____ Activity Starting Time: _____ Ending Time _____

Group Entering/Exiting Bldg from: _____ Open Exterior/Interior Doors by: _____ AM/PM

Total # of Adults Participants Expected: _____ Children: _____ Standing Order – Every _____

Room set-up or repair/special requests:

Equipment/Personnel Needed:

All requests for church-related activity childcare please see and complete page two of this form.
All requests for kitchen usage need to be made directly to the Administrator/Food Service Director.

South Tulsa Baptist Church
Childcare Request

*This form **MUST** be turned in at least 10 days before the activity/meeting. If this form is not turned in 10 days before your scheduled event, there will be **NO** childcare available.*

Activity Day (of week) _____ Activity Date: _____

Type of Meeting/Activity: _____

Representative/Contact Person: _____

Home # _____ Work # _____ Cell# _____

Activity Starting Time: _____ Ending Time _____

Classrooms open 15 minutes before starting time. Please be prompt when picking up your child(ren).

Location of Activity/Meeting: _____

Is this an ongoing Activity/Meeting? How often: _____ End date: _____

Total # of Children: _____ **Age(s)/Grade(s)** _____

Child's Name	Age/Grade
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____