



PCUUC MEETING SPACE/ CHILDCARE REQUEST FORM

Child care needed? Yes No

Event name: _____

Event date: _____

Time needed START: _____ END: _____

Committee name: _____

Committee contact: _____

Committee contact phone number: _____

Budget line used to pay for the rental/childcare expenses:

SPACE REQUESTED

(check all that apply)

Comstock Building
Classroom 19

Muir Hall (for childcare)

Gym (for meeting)

Gym (for childcare)

If you are requesting the GYM only:

_____ # of tables needed

_____ # of chairs needed

FOR EVENTS LONGER THAN ONE HOUR, PLEASE NOTE THE FOLLOWING AND COMPLETE THIS SECTION:

1. Child care will be in the gym.
2. Your committee must provide lunch for the kids out of your budget (please coordinate with the RE director).
3. Your committee must provide 2 people to help with childcare.

Names of two people from your committee helping to setup and provide childcare for the event:

NAME OF COMMITTEE CHAIR

SIGNATURE OF COMMITTEE CHAIR

I confirm I have read and understand the procedures
on the back of this page.

Please submit this form **NO LATER THAN ONE MONTH BEFORE THE EVENT**
to **BOTH** the RE director at **pcuucrc1@gmail.com** and the church administrator at **pcuuc.office@gmail.com**.