

Program Sponsor is responsible to:

- A. **Check the PCUUC calendar** in selecting a date to avoid scheduling conflicts.
- B. **Explore free rent options** as they fit with your program: Prior to services at 8 AM in loft, Library, CLC University Center Cafe, Coffee Shop, State Bank of the Lakes, homes etc. Costs to rent classrooms in Comstock Building: \$17/per hour for classroom, \$13/per hour for babysitting, and \$25/per hour to use hallway
- C. **Email the office with dates and times needed** after checking calendar for conflicts/overlapping programming. Identify which budget line is covering the expense for the additional rental and childcare after confirming with the committee chair.
- D. Offer childcare for all church programs, publicizing as appropriate and budgeted. Indicate **parents need to sign up for care no later than one week before programming**. We have a one week cancelation notice agreement with Linda. Offering childcare, but then not using it is a cost we should try to avoid. Space rental for child care \$25/hour + childcare worker's wages if scheduled and unused.
- E. Publication write-ups should be drafted and sent to office. Weekly and OOS should be short. Quarterly Newsletters are great for longer articles, but not always in sync with programs. If committee has a page on the website, we can link documents in some cases.
- F. **Confirm childcare** and attendant space **needs the Sunday before with Linda**. If childcare is not needed, then cancel and notify office through email or text of change to cancel space rental and adjust anticipated pay checks.
- G. **Scheduling a volunteer to assist childcare worker**. Since we now can and should use the classroom in Comstock for adult programming (**absolutely no kids in the rooms**) we should probably be looking at a second person to be with Linda for childcare. If group is in the classroom, then there is no longer additional people in the childcare space to assist as needed and keep the space public. This is a safety practice to protect both kids and worker.
- H. **Access**: When using classrooms, Comstock, Room 19 and the weather is good, adult programming is requested to use the east door so as not to have to go thru the Children's RE space and instead only go thru one class. **Children's RE ends at 10:45, with cleanup until 11**. Event coordinator can access though west door where the nursery is, to go to the west door to allow people in that door for the adult program. Also a **key** is available the event coordinator could get from the RE coordinator or committee to enter through the east door, return key to RE classes that are cleaning up until around 11AM.