



**SIERRA BIBLE CHURCH**  
 15171 Tuolumne Road  
 Sonora, CA 95370  
 209.532.1381 Fax 532.2369  
 SBC contact: carol@sierrabile.com

_____	Date Request was Received
_____	Tentatively Reserved on Computer
_____	Approved _____ Date _____
_____	Declined _____ Date _____

## FACILITY USE & CALENDAR EVENT REQUEST FORM

Event is **NOT** approved until **ALL** signatures have been received

SBC Event	Off-Campus Event	Non-SBC Event	# People Expected _____
Name of Event _____			
Beginning Date _____		Ending Date _____	
Day(s) of the week: _____		Start Time _____	End Time _____
Primary Room(s) _____		Additional Room(s) _____	
Set-up Time _____		Tear-down Time _____	
This is a:    One Time Event    Weekly Event    Monthly Event    _____ other			
24 pass. bus		40 pass. bus ... Need a bus driver	
Contact Person _____		Home Phone _____ Cell _____	
		Email _____	
_____ Signature of approval ( <i>Pastor/Ministry Director</i> )			

**TECHNICAL NEEDS:**

Video	DVD	Digital File
Projection	Lyrics & Images	PowerPoint
Audio	Microphone(s) – (# _____)	

Instruments (please list: \_\_\_\_\_  
\_\_\_\_\_)

Technician's Name(s): \_\_\_\_\_

Use of house system is for groups of 100 people or more. All other groups must use the recreational sound system only. Approved technician(s) must be secured before the use of the media systems can be confirmed. Technician(s) are to be paid \$75 for the first three hours of an event and \$18.50 for each additional hour (Worship Services excluded).

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Approval can only be given by the Pastor of Worship Ministries or the Church Administrator)

**KITCHEN USE:** I have read and understand information (separate sheet) regarding Kitchen Use.  
 \_\_\_\_\_ (date & initials)

Name and phone number of persons from your ministry who will be coordinating food:  
 \_\_\_\_\_

**Must be trained by Kitchen Coordinator**

**HOSPITALITY TEAM:**  
 Larger events may require assistance by our Hospitality Team.

**"Backdoor" use:**  
 Notified Beverly \_\_\_\_\_  
 \_\_\_\_\_ Date & Initials

**CHILDCARE:**

If childcare is needed, it must be approved by Becky Howell.  
**Childcare is arranged by reservation. Please note that not all childcare is free. Check with Becky Howell to determine availability of childcare staff and policies.**

\_\_\_\_\_ (date & initials) I have read and understand information (separate sheet) regarding childcare policies.

**Number of children expected and ages:**

_____ Infant to 24 months	_____ Preschool	<b>Total</b>
_____ Grades K-3	_____ Grades 4-6	

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Approval can only be given by Children's Ministry Director)

**FURNITURE SET UP NEEDS:**

- \_\_\_\_\_ Chairs
- \_\_\_\_\_ Round Tables (FLC – 35 tables maximum)
- \_\_\_\_\_ Rectangle Tables: > \_\_\_\_\_ 8 ft > \_\_\_\_\_ 6 ft
- \_\_\_\_\_ Podium
- \_\_\_\_\_ TV/VCR/DVD

Other:

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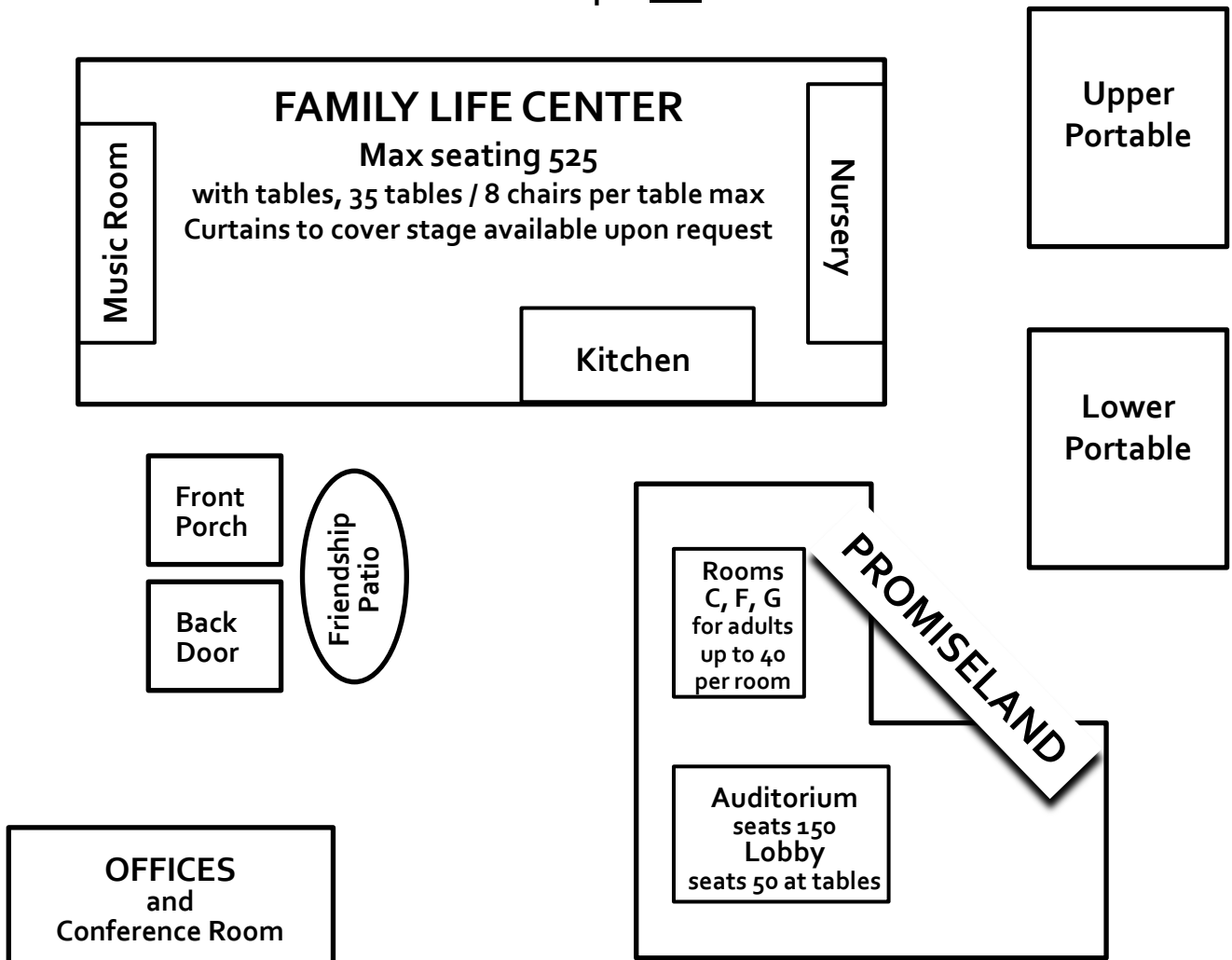


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+++++ **Room Set-up Request** +++++

**Facility Map (as of 2010)**

NOTE: Map is not to scale



# Sierra Bible Church

## Kitchen Use Contract

There is a \$100 fully-refundable deposit due when requesting use of this facility (this applies to non-SBC functions).

**All kitchen users MUST COMPLETE the following:**

- \_\_\_\_\_ All counters are clear and wiped down with available cleaning spray
- \_\_\_\_\_ Absolutely NO LEFTOVERS are to be left in the refrigerator/freezer: however, if you have a ministry/person who is taking them, be sure they are clearly marked with date they will be taken
- \_\_\_\_\_ Washcloths and dish towels are deposited in the green hamper , and tablecloths used for your function are laundered and folded, then returned to SBC (within 24 hours)
- \_\_\_\_\_ Floors are swept (it is not necessary to mop floors)
- \_\_\_\_\_ All kitchen supplies (plates, silverware, roasters, pots 'n pans) are accounted for and put back in their proper place

**NOTE:** kitchen supplies are not to leave the SBC campus - if they are used in other buildings on the campus ... put them back!

- \_\_\_\_\_ All supplies taken from the janitors closet are returned

Please initial each item above, then sign and date this with your name and address legibly written so we can return your deposit. THANK YOU!

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Address:  
  
\_\_\_\_\_  
  
\_\_\_\_\_

# Children's Ministries Childcare Policies 2010 - 2011

Dear Parents and Guardians,

We are happy to provide childcare for your child while you are preparing for ministry or while you are participating in a growth group on campus. Because we have a large group of varying ages, we will need your help in insuring that our time with the children is safe and fun for all. Please go over the following policies we have developed for our mid-week care.

- Children must be signed in and out by a parent or designated adult. A family registration form will be given to all participants.
- Childcare is intended for children 12 years and younger.
- Children are expected to be under the supervision of our caregivers at all times.
- All Caregivers are screened and trained.

**No children will be allowed to wander the campus grounds, to be left alone in classrooms or left under the care of other children. This includes being left with siblings. Children are to be checked into childcare unless they are with a parent.**

- Children should obey and cooperate with our caregiving staff at all times. This includes our preteen kids and brothers and sisters of younger children.
- Fun, but non-rowdy play will be encouraged at all times.
- If your child comes with homework, we will find a quiet place for them to work.
- Feel free to bring games your child would like to share, but please do not bring videos from home. We will use the Children's Ministries library of Christian films.
- If your child has a runny nose or has been sick with a virus within the past 24 hours, please do not bring them to childcare.
- A light snack is provided for each child.
- A 24-hour reservation or cancellation is needed.
- Parents are not to leave the campus while children are in our care.

**Childcare is intended for parents who are participating in groups or serving on campus only.**

## Our discipline procedure (We rarely have to use it ☺)

- One warning
- **Second time out chair (one minute per age of child)**
- **Child is lovingly welcomed back to group and incident is over**
- **If the situation is not resolved, we will let you know.**

## Sample schedule

- Check-in / Free play inside or out
- Story
- Craft / game
- Snack
- Play
- Clean up
- Video

## SBC Children to Leader Ratio

- 1 Caregiver for every 2 infants (birth – 12 months).
- 1 Caregiver for every 3 toddlers (12 – 24 months).
- 1 Caregiver for every 6 – 2 and 3 year olds
- 1 Caregiver for every 6 – 4 – K child
- 1 Caregiver for every 8 –10 – school age children.

## Donations for cost of caregivers

- Childcare is provided free of charge for worship services and for individuals who are leading a group or preparing for worship service.
- For individuals who are participating in a growth group, Bible study or support group, a donation of **\$5.00 per child per session is requested.** This enables us to provide quality care. Please give this donation to your GROUP LEADER. They will return it to Children's Ministries.

## CONFIDENT KIDS

This is a small group opportunity just for kids. Confident Kids has been offered at Sierra Bible for over twelve years. This program provides Biblical principles for children who are going through difficult life situations. Our groups are run by trained leaders that meet throughout the school year. Please call the office for next start date.

If you have any questions or concerns, please feel free to give Children's Ministries a call.  
It is our desire to give the best care to your children. Thank you so much for your help and cooperation.

**Becky Howell**

Sierra Bible Church / Kid's Ministries  
532-1381 ext 109 or [becky@sierrabible.com](mailto:becky@sierrabible.com)

**Please sign and return to Childcare Providers.**

I have read and agree \_\_\_\_\_

Date \_\_\_\_\_

Dear Ministry Team Leaders,

Children's Ministries is excited to serve with you in ministry. We realize that many opportunities to serve, learn and grow are made possible through your efforts. We also realize that many people would not be able to lead or attend ministry opportunities and group meetings without the help of childcare. It is our desire to partner with you as we introduce people to Jesus and grow together in Him. It is also our desire to be good stewards of all that God has given to us. As we enter this new year, we will be asking you to please review our policies in regard to childcare.

- A. All childcare is provided free of charge for Worship Services and for individuals who are **leading** a group or **preparing** for worship, (*such as choir*). The church covers the costs for all of these events, as well as other special events.
- B. A small donation of **\$5.00 per child will be charged** for individuals who are involved in Bible study groups, support groups and special interest groups. **This fee may be waived if there is a need.** **Group members should give this fee to you. You may return donation to Linda Romani.**
- C. Childcare is for children 12 years and younger. Leader to child ratios have been set. Please allow the Children's Ministries office **2 weeks notice to schedule childcare.** **This will give us sufficient time to schedule appropriate care.**
- D. If your childcare needs **change**, please notify Children's Ministries as soon as possible. Please cancel in a timely manner. At least **24 hours is appreciated.**
- E. Childcare will be provided on a "by reservation only" basis. Our caregivers are paid for their time even if children do not show up. With the rising costs of gas, heating and other childcare expenses, we are finding it necessary to ask our parents to please plan. Do not assume you can drop off a child without reservations. Please help us by being good stewards of God's money. Please provide us with approximate numbers and ages of children.
- F. Parents are not to leave the campus while children are in our care. For Wiggle Worms, a special release form will be given that allows parents to leave children in our care.
- G. A parent information form is available for each parent in your group. We would appreciate your communicating this process to your group members. It is our desire to have a well-run program that meets the needs of the children and the adults involved. It is also our goal to be organized and wise with our resources. Remember, much time is spent on organizing the children's activities and organizing our monthly caregiver schedule. Caregivers are employed and set aside time to work for your group.
- H. Confident Kids, a special support group for children 8 through 12 years of age. This program is offered on Thursday nights throughout the school year. Call C.M. office for more information on this unique group.

### SBC Children to Leader Ratio

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- 1 Caregiver for every 6 – 4 – K child
- 1 Caregiver for every 8 –10 – school age children.

Serving Together,

Becky Howell

Director of Children's Ministries , Sierra Bible Church

Please sign and return to C.M. office.

I have read and agree \_\_\_\_\_

Date \_\_\_\_\_