

Destin United Methodist Church

Destin Life Center

Program Proposal Packet and Room Booking Request

"He can do exceedingly more than all we could ever ask or imagine according to His power that is at work within us." Ephesians 3:20

Thank you for your interest in beginning a program or having a special event here!

The goals of this packet are to:

- ❖ Insure your success in this endeavor
- ❖ Meet your needs as well as the needs of the church family, volunteers and community
- ❖ Set the proper expectations as to how we can assist you with regards to the following:
 - Logistics (Room booking fees, miscellaneous fees based on program needs, room coordination, hospitality, food, seating arrangements, childcare, transportation, etc.)
 - Communication (program promotion and advertising)
 - Volunteer and Staff organization. Each department reviews/approves departmental activity.

Program and room reservation approval go through the Director of Programs & Volunteers and/or the Director of the Destin Life Center in connection with Executive Staff and Program Staff. Please allow 3- 4weeks for this package to be processed if you are starting a program. A room reservation generally is approved more quickly. We will contact you with approval status.

Please fill out all of the info on this page so that we can reserve your room and be ready for you when you arrive. You will be directed to fill out the following pages if necessary for your event.

Event Information

Event Name _____ Your Name _____
Email address _____ Cell Phone Number _____
Description _____
Day & Dates Involved _____
Start Time _____ End time _____
Set-up time required _____ Clean up time expected _____ Number of
people attending _____ List this event on our online calendar? Yes/No

If this event is a Bible Study, a class, a program or other event that would be sponsored by and/or supported by the Destin United Methodist Church, please fill out the PROGRAM INFORMATION on page 3.

Room Information

Type of room you are requesting: (Large group area/Large, med, small classroom/carpet or tile/sink/TV)

Room set-up requested (be specific – 50 chairs in rows, 6 round table with 8 chairs each/a podium, etc)

Set-up will be done by _____ Clean Up will be done by _____
Special Instructions _____
Do you need a key? (Non-DLC rooms only) Yes/No

Is this a child's birthday party? Circle YES/NO – If yes, please see **BIRTHDAY PARTY INFORMATION** section on page 6

Do you plan on having ANY kind of food/beverages? Circle YES/NO - If yes, please fill out the **FOOD SERVICES** section on page 4

Audio/Visual/Sound/Lighting Needs Circle YES/NO -If yes, please fill out the **AUDIO/VISUAL SUPPORT SERVICES** section on page 4

Childcare Needs Circle YES/NO -If yes, please fill out the **CHILDCARE SUPPORT SERVICES** section on page 5

Is any part of your event after hours? Circle YES/NO – If yes, please fill out the **AFTER HOURS SUPPORT SERVICES** section on page 5 (DLC Hours are 8am-8pm M-F Sat 8am-5pm)

Do you need transportation/driver? Circle YES/NO – If yes, please fill out the **TRANSPORTATION SUPPORT SERVICES** section on page 6

Are there any costs or room rental fees involved in this program/event? Circle YES/NO - If yes, please fill out the **FINANCIAL INFORMATION** section on page 6

PROGRAM INFORMATION

Target audience (age, demographic, interest, etc.) _____

Contact for this program (if different from the submitter) _____

Daytime Phone #: _____ Email: _____

Facilitator for the program (if different from the submitter) _____

Does this program require licensure or insurance by the submitter or presenter in any form? _____

Describe _____

If circumstances beyond your control prevent completion of this program, what is your back-up plan? (co-facilitator, guest speaker, etc.) _____

Daytime Phone #: _____ Email: _____

To what Ministry Team will this program apply? (circle one) Care, Worship, Music, Welcoming/Hospitality, Food Ministries, Special Events, Adult Ministries, Children & Family, Youth/College, Young Adults, Seniors, Fitness, Sports/Recreation, Spiritual Growth, Educational Life Skills, Missions,

Staff contact _____ Have you met with them about this program? _____

What administrative support will you need (making copies, sending emails, folding brochures, ordering supplies) _____

In what capacities and areas will the volunteers be serving (greeters, directing people, serving refreshments, set up, clean up, collecting money, sign-in tables, child care, etc.)? _____

How many volunteers do you anticipate you will need for this program? _____

(Make a list on the back of this page if additional people needed)

Staff and Volunteer Support

Each Ministry Team has a staff contact, a volunteer team leader and volunteers associated with the team, along with an associated budget. If volunteers will be needed; you will coordinate through the staff contact and team leader upon program approval. It is important to know that staff and volunteer time must be planned in advance, publishing deadlines need to be considered, and office equipment scheduled.

Marketing and Advertising

What are your ideas for attracting participants/why do people want to participate/what are the benefits of participating? _____

Will you write up a 2-3 sentence promo for the Bulletins? _____ (Due on Wednesday before Sunday).

Will you be available, if appropriate, to schedule time in lobby/atrium to promote the program? _____ (These must be scheduled and approved in advance).

Will you promote in the Destin Log under the "Free Church Happenings Listings"? _____

FOOD SERVICES - If you will be serving food during your program/event, we do require that our kitchen provide the food. Please fill out this section as completely as possible. If you have not yet met with the chefs, it will be necessary to come back to this program packet and fill in the food information when you do have it. It is important to have the basic information on the program packet so that we can get it into the computer so that we will be completely ready for you and will properly bill you.

Will you need coffee / refreshments? _____

Will you need catering/food services? _____ If yes, describe _____

Have you met with Brandon and/or Paula? _____

Food Charges:

Flat food charge _____

Per person food charge _____

Will you order menu items from the Soul Café? _____ How many people? _____ What time? _____

Has the Food Services Department approved any food being brought in to the facility? Please provide details _____

Other supplies needed for food service (linens/glassware/special food service) _____

Payment instructions _____

A/V SUPPORT SERVICES – If you will be in need of any audio/visual equipment, please fill out this section as completely as possible. Some equipment may be operated by your people, other equipment must be run by our staff. Anticipate your needs. We find that people generally need more than they originally plan for.

A/V Equipment needs _____

Are you willing to be trained on the equipment? _____ Have you met with Gary? _____

Person responsible for technology set-up and break-down _____

Person responsible for managing the equipment during the program _____

If you are showing a DVD – how often will it be shown? _____

CHILD CARE SUPPORT SERVICES – If you will be needing any kind of childcare, please let us know so that we can schedule childcare workers.

Start time for childcare _____ End time for childcare _____

Number of children: age 0-4 years _____
age 5-10 _____

Will there be a charge for childcare? _____

Special set-up/instructions for childcare _____

We operate under the Safe Sanctuaries program which requires that we have 2 paid nursery staffers along with any volunteers.

AFTER HOURS SUPPORT SERVICES – The Destin Life Center is open from 8am-8pm M-F and from 8am-5pm on Saturday. If your event falls outside of these hours, we will need to schedule a staff person to be present for emergencies or other needs you may have. There is a charge for after-hours.

Will your event begin or end outside of regular operating hours? (M-F 8am-8pm Sat 8am-5pm) _____

Who will be the special event staff person working the event? (\$25/hour) _____

Please provide details of after hours activities front desk coverage /set-up/clean-up/break-down.

TRANSPORTATION SUPPORT SERVICES – If you will require the use of the church van, bus or a trailer, we also need to reserve them. A Passenger CDL license is required to drive the bus, therefore, if you do not have a driver of your own, we will need to find and reserve a driver.

Does this program require church vehicles for transportation? _____ Driver's Name _____

Does this person have a CDL License? _____

Is the license on file with Destin United Methodist Church? _____

Will the driver need accommodations? _____ Compensation? _____

How many individuals will be transported? _____ To and from where? _____

CHILDREN'S BIRTHDAY PARTY INFORMATION

We rent space for children's birthday parties on a limited basis. The following days are available for birthday parties throughout the year.

Fridays	3-5pm
Saturdays	2-4pm

The charge for the room is \$50. The fee must be paid with the room booking. Room 706/707 (double room with the tile floor) may be reserved for serving food and cake and ice cream. You may bring pizza, cake and ice cream, and drinks. Please provide your own paper goods.

If the gym is not in use for a scheduled activity, open gym is available for the party, with the understanding that it is OPEN GYM and others are allowed to use it at the same time. The children must be supervised by one adult for each 12 children in the gym. No birthday party items will be allowed in the gym.

It is your responsibility to collect, bag and close up all trash in the room and to wipe down the tables, counters and spills from the floor before you leave. The janitorial staff should only have to put the tables and chairs up and sweep the floor.

FINANCIAL INFORMATION – If there is a financial charge or a budget impact of any kind for this program or event, please fill out this section as completely as possible. If the charges for the facility have not yet been determined, please note that here. It will be necessary to fill the charges in before the room is approved so that we may properly bill you.

BIBLE STUDY/SUNDAY SCHOOL/PROGRAM COSTS

Class supplies (books, workbooks, etc) _____

Other supplies (writing pads, pens, etc) _____

How will supplies be paid for? (by the church, by the participant, church reimbursed after purchase)

Cost per participant _____

Will your fees cover all costs? _____ If not, will you be requesting church funds? _____

Amount requested _____

Was this cost budgeted through a program ministry area for the current calendar year? _____

OTHER CHURCH SPONSORED PROGRAMS

Does this booking involve contract labor? _____ Have you met with Derrek Engeler? _____

ROOM RENTALS

Room rental fee _____

After hours fee _____

Deposit amount _____ Deposit date _____

Rental balance due _____ Balance due date _____

How will you be billed for these costs? _____

Other financial considerations

