

Saginaw Bay District
Visual Resource and Prop Center
Reservation Form—Vacation Bible School

Prop Center Location

West Michigan Ave. United Methodist Church
1802 W. Michigan Avenue
Saginaw, MI 48602

Church Name: _____ **Church Phone:** _____

Your Name: _____ **Phone Number:** _____
(person checking out props & resources)

Check out date: _____ **Your V.B.S. dates:** _____
(2 or 3 days prior to your V.B.S.) (start & end dates)

Vacation Bible School Themes: **Camping or Ranch-Southwestern**
Tropical-Beach or Science Lab

Please list your V.B.S. theme request: _____
(please refer to the list above)

Reserving of Props

Please schedule your pick-up of props 2 or 3 days prior to your Vacation Bible School start date. This will allow **more churches** the opportunity to use the props.

*However, if later it is discovered there is additional days between your V.B.S. start date and the prior V.B.S. church reservations from another church, then adjustments to receive your props earlier maybe a possibility. This is subject to verification from prop center staff.

Receiving of Props

The contact name, phone number and the church name of where the props are located will be forwarded to you, prior to the date that your V.B.S. begins.

- a. Please schedule with this person a date, time and a meeting place, to pick up the props. However, in most cases, the pick up location will be at the current church location of props.

Returning of Props

You will be contacted by the next church that is scheduled to receive the props.

- a. They will coordinate with you a date, time and a meeting place to pick up the props. However, in most cases it will be at your church location.

Damaged Props

It is our desire that all props remain in good condition for you and many others that will be using the props. Most props have been returned in good or in better condition than received. However, if there is a prop that you notice is damaged, please see if it is a simple fix, such as using a nail, so that others can continue to use the prop. If the prop is unable to be repaired, please call Melene Wilsey (989) 839-4798, so information can be shared with those churches that had reserved that prop and allow time to make other arrangements, if needed. Thank you for your conscientious support, as we work together to ensure the usage of quality props.

Props Traveling - Vacation Bible School Themes

As Vacation Bible School Themes (indicated on cover page) begin to travel from church to church, it is extremely helpful that all props stay together. If there is a prop or props in the theme that you do not wish to use, we would greatly appreciate you keeping the props together, even if you choose not to use a particular prop at your Vacation Bible School. Your understanding is greatly appreciated, as separating items has and could cause confusion to the next church that wishes to use that prop.

Additional Information

West Michigan Ave. U.M.C., has graciously allowed us to use their facility for our district prop center, however they do not have the personnel to move props to and from the center. Therefore, it is encouraged that arrangements are made to have two people come to move the props you have reserved (due to weight, some props need two people) and bring a vehicle that is equipped to move these props. If the vehicle (pick-up) or trailer is not enclosed, please be prepared with tarps and straps.

I have read and understood that the above information helps to ensure that this ministry will benefit our church and all Saginaw Bay District Churches.

Signature _____ Date _____

Please return this signed form to: West Michigan Ave. U. M. C.
1802 W. Michigan Ave.
Saginaw, MI 48602

On behalf of myself, Michelle and the Saginaw Bay District, it is a pleasure to serve you. If we can be of further assistance or help in anyway, please let us know.

Melene Wilsey
Saginaw Bay District
989-839-4798 umcedconsultant@aol.com

Michelle Hart
West Michigan Ave. U.M.C.
989-792-4689 wmaumc@yahoo.com