



### Special Event Application

Please fill out completely

Date of Visit \_\_\_\_\_ Monday – Friday (circle one time below) Number of Visitors \_\_\_\_\_  
10:30 – 11:30 AM 2:00 – 3:00 PM 3:00 – 4:00 PM (Weekends require special arrangement) MAXIMUM OF 6

Name of Individual or Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

email \_\_\_\_\_

Please specify: \_\_\_\_\_ Bedside Visit \_\_\_\_\_ Performance, Entertainment, Arts & Crafts

DESCRIPTION OF ACTIVITY \_\_\_\_\_

Please plan on providing materials and supplies that you will need. Please allow time for preparation and clean up.

SAFETY ISSUES: Individual/ Group needs to consider safety issues for patients regarding the type of activity & materials used. For example: scissors or other sharp tools & materials, liquids, risk of falling or tripping, size of objects & risk of swallowing and/or choking.

**No latex balloons, Mylar (foil) only. No food or drink.  
All activities are subject to change due to patient availability.**

*As representative of the above named organization, I have read the requirements for community individuals and groups visiting Shands Children's Hospital UF and affirm my/ my group's willingness to adhere to these guidelines. I understand that we are not to impose our religious, political or moral philosophies on the patients and families during our visit and we are to maintain patient confidentiality.*

\_\_\_\_\_  
Individual or Group Representative signature Date

**After this form is approved, Volunteer Services will put you on the schedule and assign a Control Number. Without it you will not be permitted to visit.**

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\_\_\_\_\_  
Approved by Child Life Specialist Date

\_\_\_\_\_  
Volunteer and Community Resources Date

\_\_\_\_\_  
Control Number Employee/ Hospital ESCORT Visit LOCATION

**RETURN FORM TO:**

Shands Children's Hospital UF, Volunteer Services Box 100351, Gainesville, FL 32610  
Attention: Child Life  
FAX (352) 265-0560 Phone (352) 265-0360

**Form should be submitted two (2) weeks or more prior to event or visit .**