



Event Scheduling Policies

Any consideration of special uses of the property of this church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities.

All events must be scheduled on the master church calendar. All events will be scheduled on a first come-first served basis, or by importance for the overall church body, as stated above. To schedule an event, an Event Request Form must be submitted in writing or online with proper approval from the Senior Pastor or Administrator. Regularly scheduled meetings and services shall have prior claim to space, facilities, and equipment ordinarily used by them.

Organizations, groups, or individuals not a part of this church shall channel their requests for space, in writing, to the church secretary. He/She is authorized to accept an appropriate payment to cover the cost of utilities and extra services, according to written policy. It is particularly important that the scheduling of wedding rehearsals, ceremonies, and receptions be done well in advance.

Utilization & Reservation of Church Property

The policy of the church shall be to use the total church facilities to the best advantage of the church in carrying out the purpose, mission and values of the church. As long as policies are kept, we shall endeavor to bring as many people as possible inside the church buildings in order to, in some way, influence them toward Christ.

Decor

The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the Events Coordinator and/or Building Director. All requests must be made 7-days prior to the event.

Musical Equipment Utilization

The musical instruments are under the care and supervision of the worship ministries and may not be used without written consent from the Worship Pastor or Media Administrator.

Sound and Audio Assistance

The sound engineering system of the sanctuary is carefully designed and cannot be utilized by anyone except the trained and designated church audio engineering personnel. Any use of such personnel must be compensated at the rate of no less than \$25.00/hr. per engineer required. Rate may vary dependent upon the expertise level of the available engineer.

Structural Construction

No temporary structure will be built anywhere on the premises without the consent and supervision of the Administrator and/or Building Director. This refers to such structures as platforms; structures or devices that attach to the floor, wall, or ceiling; or those that may damage coverings.

Local and State Polices

Use of any portion of the property shall conform to city fire and safety ordinances.

Equipment and Furnishings

All equipment and furnishings (i.e. tables, chairs, serving dishes, etc.) are to remain on church premises at all times unless otherwise designated for specific church-related outreach functions. The removal of all equipment must be approved by the Associate or Senior Pastor.

Persons or groups renting church facilities must provide their own equipment for their program needs. This excludes use of sanctuary sound equipment as previously stated.

All in-house use of church equipment or furniture must have prior approval from the departmental supervisor in charge of said equipment and/or the Administrator.

In the event that any church equipment or furniture is moved to accommodate an event, all such materials must be returned to their proper/original place at the conclusion of event to ensure availability for the next event or regularly scheduled services and meetings.