

5.0 CALENDAR REQUEST GUIDELINES

5.1 Requests Made by Non-Staff People

.01 All dates for the offsite CHURCH CALENDAR events must be submitted to the Church office using a Calendaring of Events Request (4.028).

.02 No date is placed on the calendar until the form has been submitted and approved by the Executive Minister or designee.

.03 The Calendaring of Events Request form must be completed at least 10 days in advance of the activity. The form shall be submitted to the Executive Minister.

.04 The Calendaring of Events Request form provides for every ministry area of the Church. Please be sure to indicate all other service needs (i.e. food, sound, air conditioning/heating, etc.).

.05 Requests are scheduled on a "first-come, first-serve" basis.

.06 After a request has been made and approved, or in case of any conflicts, the Executive Minister or designee will notify the requester as soon as possible.

.07 The event will then be entered in the computerized Calendaring Program by the Church Secretary.

5.2. Requests Made by Staff Members

.01 When entering an event in the Calendar Program the initiating ministry department shall input all event information including date(s), time(s), and work order details. Repetitive events occurring on multiple dates and having the same time and place will need to be entered into the Calendar Program at the same time. If event information changes, a new and separate entry is necessary to maintain current calendar information.

.02 When calendaring an event, please look a few hours before and after the scheduled event time. This will provide a clear picture of constraints from other events. Planning for setup, breakdown, and turnaround time is just as important as the actual event(s). Please have all non-related activities finished 2-3 hours prior to major Church-wide events.

.03 Facility limitations may alter the event location. Consider the following factors when selecting a room: size, location, closeness to lavatories, child care, handicap accessibility, technical equipment, etc.

.04 The best time to calendar an event(s) is the earliest possible moment. Preferably two weeks prior to the event. The Calendar Program processes events on the “first-come, first-serve” basis. If a calendar conflict occurs with another ministry, please work out a solution with that ministry. Contact the Church Secretary if assistance is needed.

.05 Ministries requesting Holiday, Sunday or Wednesday evening events shall submit a Calendar of Events Request (4.028) for approval to the Executive Minister prior to calendaring the event.

.06 Audio-visual, food service, grounds, housekeeping, maintenance, production services, security and transportation systems support shall be requested when the initial Calendar Request is made. Information is communicated via e-mail to each of the teams affected. Provide the appropriate information, i.e. furniture layout, signage location(s), etc by utilizing the appropriate work order requests:

.07 Canceling an event in the Calendar Program shall be accomplished by the initiator or the Church Secretary. If an event is canceled, please inform other supporting ministries.

.08 Event approval occurs after all appropriate departments have evaluated the event request and returned it to the Church Secretary. Immediately afterwards the Church Secretary enters approval information and in turn sends an e-mail message back to the initiator confirming event approval. Public announcement of an event shall be made only after final approval has been received.

.09 An event may be entered up to 365 days in advance, if the initiating ministry has sufficient information. For example, weekly/monthly staff meetings, Bible study rooms, Library hours, baptism, worship services, decision counseling, etc. Please note that events occurring the next year should be approved by the Executive Minister.

6.0 SCHEDULE SETUP AND CLEANUP

.01 The user, or a representative, must meet with the Executive Minister or delegate when the reservation is made to review conditions of the Church for usage, the expectations and needs for the event, and to set a schedule for room setup and cleanup. The Facility Use Request (4.025) will be the basis for requesting and reviewing setup.

.02 A schedule of fees for building usage, custodial and/or technical service, and

other financial commitments necessary for the event, will be given to the user at the time of reservation. The Use of Facilities Expense Reimbursement Summary (4.026) can be used for this purpose.

.03 Additional times for rehearsals, the moving of equipment in or out, etc. must be approved by the Executive Minister or designee.

7.0 PUBLICITY AND PROMOTION

.01 Publicity material and public service announcements in which the Concord Christian Church's name is used must have prior approval by the Executive Minister.

.02 The sale of admission tickets to the event must be handled by the user. When tickets are sold in the Church office, a suggested donation will be asked for this service.

.03 The Church expects to cooperate with the user of the facility. However, it must be understood that the work of ministry at Concord Christian Church will always come first.

8.0 AFTER HOURS ENTRY INTO FACILITIES

.01 Concord Christian Church facilities are open Monday through Friday from 9:00 a.m. to 5:00 p.m. A member of the facilities staff will be available to assist other staff and Church members during normal hours. However, if facilities need to be entered after normal hours, a facility staff member will be assigned. The facilities staff member on call will respond accordingly.

.02 The Executive Minister will be responsible for assigning which facilities staff to be on call.