



MINISTRY EVENTS POLICIES AND PROCEDURES

To make the most of the resources God has blessed us with, we have established the following policies and procedures.

Policies and Procedures

Events in Warehouse

- Tables and chairs must be returned to the location found upon arrival to the facility.
- Garbage must be removed from cans and placed in the outdoor containers outside the fence.
- Equipment on the stage is not to be moved; should something need to be moved, please request 1 week in advance. At no time will the stage be moved.
- The church calendar takes precedence; however, within 30 days of the event, the church cannot cancel.
- Before leaving the facility, you must clean up and sweep the floor. Please leave the facility as clean as, if not cleaner, than you found it.
- The sound system and projector may be used. Please let us know at time of scheduling if you wish to use them.
- Also, please note that we do not have kitchen facilities. We do, however have a refrigerator, ice machine, and a microwave.
- To schedule, contact the church office during offices hours of 9-5 M-Th
- Please complete the Event, Resource, and Advertising Request form on our website and return to our office.
- Events are not official and should not be advertised until verbal and written confirmation of the use is received.

Resources

- All resources borrowed may be picked up the last business day (in which the church office is opened) prior to their use and will need to be returned the next business day after use. Please make arrangements to pick up and return during these times. If this is not possible, please contact the office to make other arrangements.
- Please complete the Event, Resource, and Advertising Request form on our website and return to our office.

Advertising

- Please make sure to complete the necessary advertising form at least two weeks in advance and a minimum of four weeks in advance for all major/church-wide events.
- Keep in mind that there is a three to four week turn around on outsourced printing such as business cards. Make sure to provide the necessary info early enough to allow adequate time to receive the order.
- For video promotions, please complete the Ministry Video Promotion Request form found on the website following the guidelines in the form.
- For all other graphic/artist needs, please request a minimum of two weeks prior to needing the work back.
- Please complete the Event, Resource, and Advertising Request form on our website and return to our office.