

Building Use Guidelines

We are happy that you would like to use our church for your ministry and/or event.

Please take a moment to review the following guidelines:

- All meetings/events must submit **to the office**; meeting date, time, name, at least two weeks prior to building use. Please submit information via email, written note or phone call, during office hours. Any information submitted via text message, Facebook, or given verbally outside office hours will not be accepted.
- Ministry leaders, please provide a ministry year (Sept – May) information by the end of July.
- Building use is accepted on a first come, first serve basis. Scheduled church ministries take priority over personal building use. All scheduled events take priority over newly requested usage.
- *Priority for scheduling is as follows: 1. Core Church Ministries, 2. Personal events (such as weddings, showers, open houses, etc.) 3. Outside events (Such as piano recitals, 4-H meetings, etc.)*
- Please make sure the area you used is clean when you leave. (dishes washed/kitchen clean, floor vacuumed, tables washed, garbage picked up, etc.)
- **Please put away all tables, chairs and other items that you took out/used. Please return them to the storage closet.**