

CRCSJ Policies and Guidelines

June 2020

Use of Church Building – Scheduling programs, meetings, events

Policy:

Any member or group of CRCSJ may request use of the building for official church functions.

The Church Office will keep a Master Schedule Calendar. In order to avoid conflicts in scheduling and use of facilities, all members and/or CRCSJ groups must schedule their event, meeting, or program with the Church Office who will either grant or not grant the request depending upon scheduling considerations and/or other conditions. *

Should the group or organization using the facility require technical support, they may receive a list of qualified persons from the church office. They will contact the technical support persons directly. Technical support from outside our church may be utilized only upon approval of the Executive Committee.

Members and CRCSJ groups wishing to use equipment away from the building (tables, chairs, easels, etc.) will be required to schedule and check out such equipment through the Church Office. In addition, use (away from the building) of all items or equipment from the kitchen must be scheduled and checked out through the Church Office.

*Regular small groups, such as committees and Bible studies, who can use a variety of spaces, such as classrooms, will not be required to schedule their meetings on the Master Schedule Calendar.

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Non-Church Use of Church Building – Professing Members

Policy:

Requests for personal use or non-church functions will be referred to the Executive Committee for consideration.

Members and CRCSJ groups must schedule and reserve the following facilities through the Church Office:

Sanctuary

Fellowship Hall

Library

Kitchen

(Scheduling of other rooms will not be required.)

A \$100 deposit will be required for personal use or non-church functions at least three (3) days prior to the function and will be returned if the facility is left in good condition. Should additional maintenance or extra janitorial service be necessary, a fee of \$15/hour of service will be required. The deposit may be waived at the discretion of the Executive Committee. Personal use or non-church functions will be subject to rejection or cancellation if scheduling issues arise.

Should the group or organization using the facility require technical support, they may receive a list of qualified persons from the church office. They will contact and pay the technical support persons directly. Technical support from outside our church may be utilized only upon approval of the Executive Committee.

Members and CRCSJ groups wishing to use equipment away from the building (tables, chairs, easels, etc.) will be required to schedule and check out such equipment through the Church Office. In addition, use (away from the building) of all items or equipment from the kitchen must be scheduled and checked out through the Church Office.

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Information Form

Date of event: _____

Name of Event and Description: _____

Name of Organization: _____

Website (if available): _____

Contact Name: _____

Address: _____

Phone number: _____

Email: _____

Time of event: _____ Ending time: _____

Number of people: _____

Areas of facility to be used:

- Sanctuary Need sound tech
- Library
- Nursery
- Fellowship Hall
- Kitchen
- Classrooms

Equipment needed: _____

Does event involve children? Yes No

I, _____, as responsible party for this event, do hereby agree that members of this organization have reviewed the Youth Safety Policy of the Christian Reformed Church of St. Joseph and agree to abide by the requirements of it. _____

Date

Signature

Deposit amount: _____

Date received: _____

Fee charged: _____

Deposit returned: _____

Admin approval: _____