

## Scheduling Building Use

*(It's not about rules, it's about helping us all be able to share the space)*

You've hopefully seen what a busy space our building is during the week — which also means we must be caring and thoughtful of how we schedule various First Congregational Church and "outside group" gatherings or work parties.\*

Your group wants to hold an event/use a space in the building:

### It's a First Congregational Church Event



1. Contact Cydne to check if there are other events at that day/time that would affect your event
2. Tell Cydne which room(s) would work best
3. Fill out a work order (if you'd like chairs set differently than they typically are; if you need the OWL; if you need anything moved)
4. If you need sanctuary AV tech, please contact Cydne, and she will reach out (please know that our Worship Media Coordinator works 5 hrs/wk. Scheduling ahead is *very* important)
5. Once all of this is set, then you can advertise your event!
6. Get a key from the church office (if needed)

### It's a Wider Community Event



1. Visit the building use guidelines on the webpage and READ ALL, including fee schedule
2. Because church events get priority, note that Cydne generally doesn't schedule for more than six months out
3. Fill out a building request form
4. If needed, check the box for sanctuary AV tech and review payment policy for this service on the fee schedule (sanctuary AV is not guaranteed but depends on trained volunteer availability)
5. **WAIT** for event to be approved
6. Once approved you may begin advertising.
7. Fill out a work order if you'd like chairs set differently than they typically are or need anything moved

\*If you "drop in" without having reserved space, please visit the office or check the calendar across from the office to find out if a space is available.

*We often need event hosts for wider community events. If you'd like to help, let Cydne know you want to attend the next training. It's an important ministry of the church.*