



## WGTCC UCC NOTIFICATION OF MEETING AND CHURCH USE

1. Any committee, organization, or person planning to use the church facilities for any purpose must notify the Event Planner of the date and time of the activity as well as person responsible for locking up
  - 1.1 This does not apply to staff or volunteers as part of their normal daily activities in conducting the business of the church, although they will be required to “Log In and Out”.
  - 1.2 Application should be submitted as far in advance as possible. Note: this is subject to approval.
  - 1.3 Activities and time must be written on the church calendar outside the Ministers study by the Event Planner.
  - 1.4 Before leaving the church at the conclusion of the activity, the responsible person must record and initial on the church log noting the time when the activity ended indicating that lock up procedures were completed
  - 1.5 The Event Planner must be notified when any scheduled activity is canceled.
  
2. A calendar of church meetings and activities will be posted on the bulletin board outside the Ministers’ study.
  - 2.1 The calendar will be posted regardless of whether there are any scheduled meetings or activities or not.
  - 2.2 The calendar will show the date, time, and activity. An event form will be provided.
  - 2.3 The Event Planner will update the calendar outside the Minister’s office and inform the Editor of the electronic calendar of additions and changes.
  
3. For all events and Event Form should be completed, a copy given to the Event Planner and a copy kept for the church files
  
4. Event Planner duties: Receives request, clears date, gets completed form, authorizes\* event and notifies keeper of electronic calendar. (\* Authorization based on signed agreement to use building.)
  
5. Rules of Church Use
  - 5.1 No alcohol is to be brought in or sold on church property
  - 5.2 Nothing shall be thrown (rice, confetti, bird seed, etc.) inside or outside the church.
  - 5.3 No adhesive tape, pins, tacks or nails should be used. Painter’s tape is allowed.
  - 5.4 Cell phones should be silenced & no flash photography in the Sanctuary
  - 5.5 Doors must not be propped open unless loading or unloading.
  - 5.6 All furniture should be returned to original location
  - 5.7 Use of the Sanctuary is considered ‘off limits’ unless prior approval is given by the Deacons.
  - 5.8 If children are present there should be two (2) un-related adults in attendance
  - 5.9 It is responsibility of user to police area and supervise children



- 5.10 Rental or use of church rooms does not include permission to use the Sunday school rooms or parlor.
- 5.11 Areas used shall be cleaned to original state.
- 6. Who may NOT use the Church
  - 6.1 Any organization or group whose activity is in conflict with the mission or vision of the West Gloucester Trinitarian Congregational Church United Church of Christ may be prohibited
  - 6.2 Any 'for profit' group / organization holding a 'for profit' event excluding special circumstances as determined by the Council.