

EVENT PLANNING FORM

In order to ensure that special events run smoothly, please complete the event form below and submit a copy to the church office at least two weeks prior to the event.

(fundraising events must have Session approval--see Notes below)

Fundraising Event **Session Approved (date)** _____

Intended Distribution of Funds: _____

Name of Sponsoring Group:

Type of Event and Purpose:

Date and Time of Event:

Contact Person:

Space/Rooms Needed:

Special Needs:

Date for Set Up:

Date for Clean Up:

Is this a church-sponsored event? No (nursery is not provided) Yes *
 * **If Yes**, is nursery needed (for children under the age of 5) No Yes **
 ** **If nursery is needed**, please specify exact times needed for nursery:

Number of
Persons
Expected:

Person in Charge of Set Up: (tables, decorations, etc.)

Person in Charge of Day of Event:

Person in Charge of Clean Up:

Person in Charge of Supplies:

Person in Charge of Publicity:

Information has Been Sent to the Church Office for Distribution: Yes
(deadlines are published in the Communication Guidelines doc)
 Weekly Email Spirit Newsletter Newspaper Sign-Up Sheet

Supplies Needed* (paper products, tablecloths, decorations, microphones, projector, etc.): *(please list)*
 * **Individuals/small groups** must provide their own refreshments and supplies such as coffee, paper products, etc. These are not provided by the church.

Notes:

- **If the event is a fundraiser, the event must first be considered by Stewardship.**
- Please submit a copy of the Event Form to the Stewardship Team **at least six (6) weeks prior to the event** for consideration. The fundraiser must then be approved by Session before any publicity can be made.

Please (contact person) initial here _____ that you have read and understand the Policies & Procedures Guidelines for using the church facilities (printed on page 2 of this Church Event Planning Form)

For office use only:
 ___ Office staff
 ___ Custodial staff
 ___ Building and grounds staff
 ___ Kitchen coordinator

Revised 10/2018

Policies & Procedures Guidelines for Using Our Church Facilities

Use of church facilities by church sponsored groups, church members, and outside groups already approved by the Session may be determined by the staff member in charge of the church calendar and/or the chair of the Property Team. **Reservations are required.** The individual making the reservation shall be at least 21 years of age and will be responsible for the implementation of these guidelines. Unscheduled or un-chaperoned use of the buildings is prohibited and appropriate supervision is required.

The use of alcoholic beverages or any controlled substance is strictly prohibited on RCLPC property. Firearms and/or concealed weapons are prohibited with the exception of those used by law enforcement personnel.

If church property is damaged, charges for the damages may be assessed and charged to the group causing the damage, at the discretion of the Property Team.

Individual/groups shall confine all activity to the area reserved. They are responsible for their own set-up and breakdown of furniture and equipment. A room should be left in the condition in which it was found, unless agreed to in advance.

The Pastoral staff reserves the right to cancel, postpone, or move to another room any group if it is anticipated that there will be interference with a funeral, other worship service or special function.

All groups must vacate the building by 10pm in order to secure the property, unless prior approval has been granted by the chair of the Property Team.

RCLPC cares deeply about children and has developed a comprehensive policy concerning children. Groups must understand and abide by the policy, which is available upon request through the church office. Outside groups using the facilities and providing their own childcare agree to hold Ridgefield-Crystal Lake Presbyterian Church blameless.

Individuals/groups must provide their own refreshments and supplies such as coffee, paper products, etc. These are not provided by the church.

Use of musical equipment owned by the church is not allowed without specific approval of the Music Director.

Individuals/groups must provide their own audio/visual equipment. Exceptions require approval in advance by the church staff making the reservation.

Administrative support is not available and the use of the church office equipment is not allowed. All outside individuals/groups are responsible for their own needs.

Decorations for an event may be used if all decorations meet city/county fire regulations; use of nails, tacks or scotch tape on woodwork and walls is prohibited.

Prior to leaving, individuals/groups using the facility are responsible for:

- Cleaning up and putting all tables and chairs back to original position.
- Picking up all trash, including restrooms, and deposit in proper outside containers.
- Cleaning kitchen facilities, if used, per instructions posted in the kitchen.
- Making sure there is no smoking or drinking of alcohol on church premises.
- Turning off all lights, including restrooms.
- Check to see that doors have locked. If they have not, call the number/person listed on the door.

Members may use the church facilities for family reunions, anniversaries, showers, and birthday parties. Members are expected to follow the guidelines above, especially regarding clean up. An appropriate size-related honorarium to RCLPC is expected but not required.