



"Set Free in Christ
to Live & Serve"

West Hills Covenant Church

EVENT PLANNING GUIDELINES:

1. When planning an event please use an *Event Planning Worksheet* and complete a *Building Use Form*.
2. The *Building Use Form* will be turned into the Church Office for date availability. If nothing else is scheduled for the requested date, a reservation will be made and an approved photocopy of the form will be returned to the sending Commission/Group. The original will remain with the Office Administrator. If the date is otherwise taken, the original form will be returned to the Commission/Group for revision.
3. A minimum of one (1) month's notice for an event is recommended, except for Council special sessions.
4. Event Coordinator's are ultimately responsible to see that designated point people fulfill their assigned duties.
5. Bulletin/Weekly Update announcements need to be turned in on the *Announcement Form* no less than four weeks prior to an event. The announcement will run in the weekly bulletin and the emailed Weekly Update a minimum of three consecutive weeks prior to the event.
6. The event will be posted on the Master Church calendar and available on the website calendar for viewing.
7. When childcare is needed, contact the Office Administrator for a list of approved Child Care Personnel. The Event's Childcare Point Person will need to secure the necessary staffing. Proper childcare ratios must be maintained (see Child Safety Policies and Procedures). Reimbursement for workers can be made through a Reimbursement Form routed through the Children's Commission for signature approval.
8. When Sound and/or AV Technicians are needed, contact the Office Administrator for a list of qualified people. The Event's Coordinator or representative will need to secure the necessary staffing.
9. When administrative or clerical needs are necessary, please contact the Office Administrator as soon as possible to discuss needs and availability.
10. Set Up and Take Down of an event is the responsibility of the Commission/Group. The space should be returned to its original configuration.
11. When a church key is needed for entrance and lock up to the building, a temporary key assignment can be made. Contact should be made with the Office Administrator for this need.
12. All necessary forms are available on the church's website.