Outreach and Other Committee Guest Activity Procedure

1. At least one member of the church committee should be on site during the event, acting as host. Having a committee member on site as a friendly resource provides an opportunity for visitors to get to know us better.

2. A committee member would be the primary contact for the event or activity. A contact from the organization should also be identified. Business Manager would work with both our committee member and the organization's contact to set up the event.

3. As usual, custodian set ups can be arranged for tables, chairs, etc. However, our custodians have other duties in the evenings so they can't remain with the group.

4. If the group needs help with something like the tech in room 25, Business Manager or a volunteer can show a church committee person how to use the tech ahead of time. (Usually, I don't use that room and equipment for renters, but for these kinds of groups, it would be nice to offer the option. Renters usually bring their own laptops and we provide screens and projectors.)

5. As long as a church committee is offering the building to an outside group, we would charge no rental fee since it would fall under the work of the church committee.

6. If an event is held on a Saturday, when no custodian is scheduled, the usual custodial fee requirement of $125.00 would apply. It could be paid by the organization or by the church committee's operating budget.

7. If a committee is doing a simple activity on a Saturday, such as a small meeting, we may allow them to act as their own custodian, and be responsible for set up, clean up, lights and lock up. (This would be at Business Manager's discretion based on the size of the event and other factors.)