

EVENT AND FACILITY USE GUIDELINES

Introduction

Welcome to our church facility. We're grateful for this space and we are dedicated to using it bring glory to God. We encourage church members to utilize the building and field for various activities, including small-group gatherings, church-wide functions, and private events. To ensure a smooth process and meet the various needs effectively, we have established these guidelines for reserving and utilizing the facility. By adhering to these guidelines, we can protect our church home and optimize our resources.

Reserving Space

To reserve the facility, please fill out our Event Planning and Facility Use Form, providing all the relevant details of your event. We strive to respond within 72 hours; however, for events needing multiple resources, the response time may be slightly longer. It's important to note that reserving the space does not guarantee the availability of all your requested resources. Please refer to the Resources section of this document for more information.

It's important to note that we are unable to accommodate ongoing, repetitive bookings or events that would disrupt the regular utilization of the facility. Our goal is to ensure fair access and availability for all members and groups within our church community. In the event of a scheduling conflict, we will prioritize events based on the date of the request. Therefore, we kindly ask you to submit your request via the Event Planning page on our website rather than making a verbal, email, or text request. This helps us maintain an organized system and serve the congregation better.

Church Calendar

Once your event has been approved, it will be added to the church calendar. In the event of a scheduling conflict, we will contact the individuals or leaders involved to resolve the issue. While conflicts are unavoidable in a church of our size, we encourage leaders to make reasonable efforts to avoid scheduling events that directly compete with previously arranged activities. For instance, coordinating a men's movie night on the same evening as a ladies' game night will create challenges for attendees with children. We value collaboration and considerate planning.

Off-Site Events

We kindly request that you follow the same reservation procedure outlined above for off-site church events. This helps us ensure smooth coordination.

Private Events

We gladly offer our church facility to church members for hosting private events for *special occasions such as birthday parties and bridal/baby showers. However, it's important to understand that you are responsible for providing your own supplies and ensuring a thorough clean-up after the event. If needed, custodial support can be arranged at an hourly rate. To discuss the specific details and make necessary arrangements, the church office will contact you promptly.

Please bear in mind that **private events must align with the values of our church**. As such, we require that an entrusted church leader or member, known to us, be designated oversee and assume full responsibility for the event, ensuring proper facility usage and adherence to our guidelines.

*There is additional guidance for **weddings, funerals, and celebrations of life**. Please **contact the church office** for more information.

Ministry | Church Wide Events

Ministry and church-wide events typically undergo discussions during the monthly staff and/or leadership meeting. We encourage you to engage with the appropriate ministry leader and fill out the **Event Planning and Facility Use Form**, providing comprehensive details about your event. Please be specific in your requirements, including tables/chairs, supplies, soundboard coverage, publicity, childcare, and other necessary resources. **Individuals and ministry leaders are responsible for coordinating all the resources** required for their respective events. Refer to the Resources section of this document for further guidance.

Expectations for All Events

While we are glad to make our church facility available for events hosted by members of our congregation, we kindly remind you that any event held on church property, private or otherwise—reflects on the church and its leadership. Guests associate their experience at your event with the church itself, so it's important that we uphold a standard of excellence and hospitality.

To that end, we ask that all events meet the following expectations:

- Food should be handled safely, arrive on time, and be served in a clean, organized manner.
- Accommodations (seating, temperature, cleanliness, etc.) should ensure guests are comfortable and feel welcome.
- Event flow should be well-planned to avoid confusion or frustration.
- Setup and cleanup should be thorough, timely, and respectful of the shared space.

By maintaining these standards, we not only serve your guests well, but also uphold the integrity and reputation of our church in the eyes of the community.

Resources

Individuals and ministry leaders are responsible for coordinating the resources necessary for their events, such as setup/cleanup, childcare, and audio/visual technicians. We encourage you to consult with the respective staff members responsible for these areas as you plan your event. In cases where staff support is requested please schedule your event at least one month in advance to ensure staff availability. Remember to include all your needs, including rehearsals and set-up in your event planning.

Event Communications

Clear and consistent communication helps our church family stay connected. To protect that clarity, we follow a simple process for sharing events.

Step 1: Google Group

All ministry leaders should begin by sharing their event through our Google Group. This is our primary channel of communication, the most accessible, and the one with the widest reach. To share information, send an email to:
Calvary-Chapel-Chelmsford@googlegroups.com

Step 2: Additional Promotion (As Needed)

If you believe your event may need broader promotion, please connect with the church office. Together, we'll decide the best way to spread the word. Options may include:

- Announcement Slides – Visual reminders shown on Sunday mornings.
- Website – A place to share event details for easy reference.
- Sunday Announcements – Spoken announcements are reserved for events that involve or impact the majority of the church.

Media Guidelines

All announcements and media communications are at the discretion of church staff. You're welcome to share ideas for graphics and slides, but our media team will ensure all designs are adapted to fit our guidelines. Any media request must be made one month prior to the start of the promotion of an event.

Childcare

To ensure the safety and well-being of all children, we emphasize that they must never be left unsupervised anywhere on the property. Additionally, all volunteer workers involved with children must undergo screening and approval by the Children's Ministry staff, including a CORI check.

Supplies

The person organizing the event is responsible for providing all paper products, refreshments, tablecloths, and other necessary supplies. For church events ministry leaders should ensure they have the required supplies for their event ahead of time and can submit receipts for purchased items for reimbursement.

Decorations

When decorating the facility, please refrain from using tacks, nails, scotch tape, or sticky-tack on the walls, woodwork, or fixtures. Instead, use masking tape, painter's tape, or Command Strips for decorations and signage. Any decorations used for special events must be promptly removed once the event concludes.

Fees

In general, we do not charge a fee for members to use the facility. However, if staff support is needed for private events, it can be provided at an hourly rate. Janitorial staff is \$23 per hour and sound technician is between \$18 – 24 per hour. If you have other needs please discuss them with the church office.

After the event

Participants and ministry leaders are responsible for cleaning up all facility spaces and items utilized during their events. All rooms, including the kitchen, and other areas must be left in the same condition as found. After each event:

- Reset rooms (including bathrooms) to their original configuration
- Wipe surfaces as needed
- Vacuum and mop as needed
- Wash, dry, and put away dishes
- Deposit trash in dumpster
- Dispose of all food leftovers. If you have leftovers designated for a specific use, you are responsible to follow-through. Unmarked leftovers will be discarded.

Food and Drink

To maintain a safe and welcoming environment, the consumption of alcohol, drugs, and illegal substances is strictly prohibited on the premises, including the parking lot and the Field. Furthermore, please refrain from bringing red punch or other dye-based beverages into the Sanctuary to avoid staining difficulties. Our coffee service is available for use, but we kindly ask you to seek instruction prior to your event. For private gatherings, please bring your own coffee and other necessary supplies. Ministry leaders and individuals organizing events should provide cream/milk and sweeteners, preventing any shortages during weekend services.

Smoking

Our facility maintains a smoke-free and tobacco-free environment. Smoking, vaping, or chewing tobacco is always prohibited in any part of the facility or field.

Electronics & Audiovisual

Please ensure that all audio and video cables remain wired as intended. If there is a need to change the configuration in any way, permission must be obtained from the Audio/Visual staff, and all wiring should be returned to its original configuration.

Hospitality Kitchenette

The kitchenette in the Hospitality Center is not intended for extensive food preparation or



dishwashing. The mini refrigerator is specifically designated for coffee service only.

Kitchen

The downstairs kitchen may be used for basic food preparation but must be left in the same condition as found. Avoid using the kitchen for large-scale raw meat preparation, as cross-contamination risks are high in our small, multi-use space. Please clean and dry all items used in the kitchen promptly, avoiding leaving dishes out to dry. Ensure that no unlabeled items are left in the refrigerator as they will be discarded.

Field Use and Other Building Access

While we enthusiastically welcome everyone to enjoy The Field for outdoor activities, please be respectful of the schedule of our field maintenance workers and follow the guidelines outlined in this document for any use beyond brief family outings.

If you desire access to the building at any time outside our scheduled meeting times, please fill out the Event Planning and Facility Use Request Form.

Conclusion

Our Guiding Principles for event planning and facility use can be found in our purpose statement:

Love God, Love People.

Love God – Everything we do in our facility should reflect His glory. Our **stewardship** of our space demonstrates our **gratitude** to God for all he's blessed us with.

Love People – We show care for one another by creating a **safe, welcoming** environment. Clear expectations prevent chaos, conflicts, confusion, last-minute scrambles, and unnecessary burdens on church staff. Our **hospitality** helps people feel loved and cared for.

These guidelines have been put in place to ensure the smooth operation of our church facility while honoring our values and maximizing the resources available to us. We appreciate your cooperation in adhering to these guidelines and look forward to supporting your events and activities in our shared space. Thank you for your commitment and cooperation.