



*More Christians, Better Christian  
...encountering a living God and loving relationships.*

## Event Request Policy

An Event Request form is to be used when requesting the use of Lancaster Vineyard Church facilities and/or for the purpose of promoting an event. Event Request forms should be electronically submitted no later than six weeks before the event. Event Request forms can be found online at [lancastervineyard.org/resources/forms](http://lancastervineyard.org/resources/forms). Upon submission of an Event Request Form, a Process Queue will be started for all involved. As each step is completed, it is the responsibility of the person who just completed a task to notify the person who is next on the list.

Each named staff person below is responsible for their step getting done. However, it is expected that volunteers will be utilized wherever possible and that Administrative Assistants will help as needed.

Any questions should be directed to the Church Office.

### **Step by Step Process of Approval:**

- Organizer of the event will electronically submit a completed Event Form to the Church Office at least six weeks before the date of the event.
- Administrative Assistant will review event request for calendar/date approval and room availability.
- The Church Staff will review promotional aspects of the event as submitted by the organizer on the Event Form. All content is subject to approval and editing. See Event Promotions Policy.
- The Church Staff will review, approve and sign off on the Event Forms during the weekly staff meeting. Upon approval, contact will be made to the appropriate Ministry Teams as needed, to include: audio, video, open/close, set-up/clean-up, food/beverage, facility/equipment, promotions and other staff/volunteers as appropriate.
- Upon final approval of the event, Administrative Assistant will enter the event in the Church Community Builder calendar for promotion as determined upon approval. Promotions will be generated and executed as outlined in Event Promotions Policy.
- If there are any changes to your event after approval, please submit changes by writing to the church office as soon as possible. Pending approval of the changes, the Event Request will continue to be processed.

**Expectations on the date of event:**

- Room/area is to be cleaned and left as you found it, or better than you found it. (Please vacuum floors, dispose of trash in dumpster, wipe off tables/chairs, clean refreshment counter, etc.)
- Supervise attendees with special attention to monitoring children. Keep all attendees restricted to approved area(s) for the event.
- For non-church functions, groups must provide their own supplies (i.e., paper products, coffee, etc.)
- Please let us know if maintenance is required (coffee pot is not working, lights out, chairs broken, etc)

Approved by:

Date:

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