

A Note from the Board of Trustees:

We are blessed with a lovely church facility that is a wonderful place to host personal events, and we are pleased everyone can share in its use. With the growth of our church family, it was necessary to create a policy by which the church may be reserved. For those who may be unaware, in 2001 the Board of Trustees created a reservation process for all wishing to utilize the building for personal use. This allows

us to minimize confusion, while providing a positive experience for those hosting events. As a refresher, below is the process that will assist you in securing the building for your special occasion.

- 1. Please complete the “Building Usage Form” that is found in the manila pocket on the bulletin board outside the church office.**
- 2. Next, secure a trustee’s signature of approval on the above form.**
- 3. Return the completed, signed, & approved form to church office.**
- 4. Your event will be secured on the church calendar at this time.**
- 5. Enjoy your event and make lasting memories!**

Thank you for your cooperation. We hope this information will assist all those wishing to reserve the building for personal use, and expedite the process for each reservation.

Please contact the office if you have questions regarding your event, and/or check the bulletin board next to the office for updates to the calendar. If you prefer to have the form mailed/emailed to you, we are happy to do that as well.

We thank you for your attention to detail, and your efforts to facilitate a smooth and orderly process by which we can maintain our facility as we grow together in Christ’s love!

Thank you,

The Board of Trustees