

Providence United Methodist Church

Scheduling Policy

We are a busy church, and that is cause for celebration. We are dedicated to making sure we have a safe space for ministry events and programs to take place. The facilities of Providence United Methodist Church are provided to enable and empower the purpose and vision of our church.

Priority will always be given to worship services and "Whole Church Family" events.

The Executive Director/Pastor or her/his designee assigns facility space according to priority listing below:

- A. Worship services, including special and seasonal services (Advent and Lent)
- B. Events and activities led by pastors, such as funerals and memorials services.
- C. Rehearsal for worship services.
- D. Christian Education and classes.
- E. Church ministries and mission groups.
- F. Weddings
- G. Non-affiliated PUMC groups and organizations

To request a meeting room or reserve space for an event, a Space Request Form must be submitted. This form can be found on our website or at the Reception Desk. A telephone request cannot be taken, but a form must be submitted either in person or emailed to the church office. We make every effort possible to accommodate your request – both the date and time of the request, and the room preference. However, due to the limited amount of space in our facilities, and the growing number of ministry events, there are times when requests cannot be granted or guaranteed. Please note that we reserve the right to modify or cancel a request or existing reservation at any time, however every effort will be made to notify all parties as soon as we know conflicts will occur.

Requests for A/V support and Kitchen service must be scheduled at least 1 week in advance.

The Sunday School ministry (existing classes that meet on a regular basis each Sunday) do not have to request space for their Sunday School class to meet.

You will be contacted by email as to the approval, denial, or modification of your request.

Please note that reservations for space can be made 12 months in advance. Ministries within the church should plan strategically each year, and request their space for events at least 6-12 months in advance. It is also the responsibility of each group or ministry seeking to reserve space, to resubmit a request form for each calendar year.

August 20, 2014