

Church Calendar Scheduling

The church calendar is maintained by the Communications/Facilities Administrator, Rob Ridgell. All requests and changes are channeled through Rob in order that an accurate calendar of events and church facility usage can be maintained. You can request or change an usage event by contacting Rob at: 704 995-1119 or rob@ppc1767.org; or Tricia Shaw our Church Administrator at: 704 608-0888 or tricia@ppc1767.org.

Scheduling for church activities may be requested by any member of the church, but most frequently this will be done by group leaders, committee chairpersons, church officers, church staff, and other church related organizations. The church calendar and events are reviewed at regularly scheduled staff meetings. Questionable requests are reviewed by the Facility Usage Committee.

Worship, funerals and weddings hold priority for scheduling purposes. Conflicting events may be canceled or re-scheduled to accommodate these. Use of the church facilities by non-church groups is subject to the approval of the Facility and Usage Committee.

Procedure for scheduling an event;

1. Please fill out a "Calendar Scheduling Form."
2. If possible, please return the completed form to Rob or Tricia at least two weeks prior to the event or meeting.
3. Rob will check the Church Calendar for availability and consult with church staff if necessary, and let you know.
4. The Church staff at its weekly meeting reviews the many scheduled activities, ministries and mission efforts that take place during the week and upcoming months.
5. Weekly Church events, unless otherwise instructed, will be listed in the Sunday bulletin and/or weekly e-blast to let the congregation know what all is happening at PPC.
6. Any non-church group wishing to schedule an activity or event on the PPC campus should fill out an Application and Agreement to use Church Facilities (July 2020) and submit it to Rob who'll pass it on to the Facility Usage Co. for review.

Cancelations and/or Changes

To change date, time, location of an event - please contact Rob or Tricia as soon as possible.
Thank you for your support!

<Calendar Scheduling Form – see next page>

PPC CALENDAR SCHEDULING FORM

Use this form to request a date to be added to the official calendar.

The church office will contact you with approval or further information if there is a conflict.

DATE:

NAME OF CHURCH PROGRAM or ORGANIZATION:

EVENT:

EVENT DATE(S):

IF RECURRING, CIRCLE WHAT DAYS OF THE WEEK: S M T W T F S

BEGINNING TIME:

ENDING TIME:

FACILITIES NEEDED (Outdoors/Indoors, Building/Room):

NUMBER OF ANTICIPATED PARTICIPANTS:

GROUP LEADER:

GROUP LEADER'S PHONE:

GROUP LEADER'S E-MAIL:

MEDIA/SET-UP NEEDS:

POLICY & PROCEDURES FOR USE OF CHURCH PROPERTY

Policies for the operation and use of the church facilities are under the following guidelines to avoid problems and to define responsibilities.

1. The philosophy underlying policies for building use is that all church facilities shall be used to carry out the basic purpose and mission of the church.
2. Use of the church facilities shall be done in conformity with church policies and procedures.
3. The party using the church facilities is responsible for the cleanup of personal items and to rearrange room(s) back in the order to which it was found.
4. Regularly scheduled church meetings shall have first priority in building. Profit making enterprises shall not use the church facilities for any purpose.
5. Use of **PPC Mitigation Guidelines** must be adhered to.

OFFICE NOTES: