

## **GUIDELINES FOR GROUP ACTIVITIES AND FUNDRAISERS AT WESTMINSTER BY-THE-SEA**

Fellowship opportunities encourage Christian life and connections. For the sake of and fairness for all groups within Westminster By-The-Sea we request that the following guidelines be observed:

1. Church facilities are for the use of church groups and approved outside groups. Our insurance will not approve facilities being used for private events or outside corporate events.
2. No alcohol may be served on church property.
3. Smoking materials should be extinguished before entering the church campus. Please extinguish smoking materials in the parking lots.
4. Unless arrangement and payment has been made with the custodian rooms shall be left in a clean and orderly condition. Classrooms should be returned to original setup.
5. Thermostats may be set on a chosen temperature by setting to that temperature and pressing "hold." Please take off "hold" when departing (temperature will automatically revert to original setting).
6. Check that all lights, coffee pots or other kitchen appliances are off (if used).
7. Make sure doors are securely locked.
8. If assistance is needed to set up a room for a church function please leave a detailed drawing in the custodian's (Donald Coleman) mailbox in the office the week before the event. Write the day of the event and the day you need the room set up on the drawing.
9. If a key is checked out from the office for the event it should be returned to the office in a timely manner after the event.
10. Once the event has been approved it will be placed on the church calendar.

### **FUNDRAISER GUIDELINES**

Corporate sponsorships, requests for gifts from the community, raffles, and chances are not endorsed as activities to be held on church property.