

Church Calendar

A Calendar Request Form is the starting point for all meetings and events. On this simple form you can do everything from reserve the church bus to schedule rooms, equipment, supplies, trigger reminders and even newsletter articles. You can schedule childcare, **and** custom design your room set-up, all in one place!

The Rules:

- Always check the church calendar to see if your date and time is available FIRST.
- Always be sure to print clearly, making sure we have your latest phone numbers and e-mail address.
- Always include set-up time and clean-up time.
- Always contact the office as soon as possible when changes or cancellations occur.
- Always remember we have new staff members who won't remember how "we've always done it like that before." Too much information is better than too little. Never assume...

And:

- You may not get the room you have requested (conflicts/utilities/custodial), but we try to please.
- Review the Kitchen Rules and follow them, we have no kitchen fairy or church mother to clean up after us. That goes for the rest of the facility as well.
- Once your request is approved it will be placed on the Church Calendar and published in regular church publications of the calendar.
- Certain requests go through Staff review, sometimes even Board of Trustees review.
- Nursery and childcare is available for meetings and events. Please read and follow the included "Nursery Scheduling Procedure." **Note: Nursery worker schedules are set by the 25th of the month for the following month.**
- Request Keys if needed for building access prior to your meeting.

After Meeting or Events:

- Secure and lock the facility, in keeping with building use policy.
- Please provide an accurate attendance list and copies of your minutes within 1 week.
- After events, report attendance numbers, this helps us keep accurate records.
- Report Room/Facility/Equipment Issues ASAP.

Give or send ALL Calendar Requests to Marian Hyson in the Church Office

E-mail: m.hyson@windcrestumc.org

**Church Office Hours:
Monday-Thursday 9-5
Fridays 9-Noon**