

2017 EVENT POLICY

If your ministry's event support forms are not turned in 2 months before the event (provided you do not have any guest speakers, presenters, performers etc.), or 6 months before the event (with guests), with all completed signatures, (of which the event coordinators are supposed to obtain, not the office), said event will be cancelled on the next business day following the form's due date, and funds will be returned to general ops account.

Example 1: Your event is scheduled for July 1st, and you have a guest coming in. Your form must be turned received by February 1st, with all completed signatures. If it is not, your event will be cancelled, removed from the calendar, and budgeted funds for said event will be returned to the General Ops Account.

Example 2: Your event is scheduled for July 1st, but there are no visitors attending. Your form must be turned received by May 1st, with all completed signatures. If it is not, your event will be cancelled, removed from the calendar, and budgeted funds for said event will be returned to the General Ops Account.

Additionally, events planned by your ministry are also required to submit an Event Evaluation Form within 14 days after the event. Failure to do so can have an impact on future ministry budget requests.

Event Support Forms are due any time:

1. Your event requires tables and chairs to be set up.
2. Your event requires the use of any Audio/Visual equipment (including mics).
3. Your event needs any other ministry(s) of PRBC to provide assistance and support.
4. Your event requires additional meeting space at a worship event or service on campus.
5. Your event is hosting a special guest, as a formal letter of invitation needs to be sent to them. Please contact the Corresponding Secretary, Sis. Timyra Curry. All invitations should originate through our Corresponding Secretary. All guests must be pre-approved by Pastor G via the Event Support form.

FACILITY USE***

We will not double-book the use of the church between rentals and ministry events, regardless of locations being used. All events will be scheduled on a first come, first served basis.

Example: If the church is being rented on a Saturday, the renter has contractual use of the church for a minimum of 12 hours. No other ministry will be permitted to use the church that day. This works both ways. We will not schedule a rental when there is a properly scheduled event or rehearsal.

We will also strive to prevent double-booking of the campus for ministry use on the same day as well. This will assure that the church campus is properly cleaned and set up for each event, but will be handled on a case-by-case basis.

EVENT CANCELLATIONS

Should you have to cancel your ministry's event, or rehearsal(s), (due to lack of registration/participation, etc.), it is the responsibility of the host ministry to:

1. Contact the office to notify of the cancellation and have event removed from PRBC's calendar, website and social media outlets.
2. Contact all who were directly invited (churches, guest speakers, performers etc.) to inform of the cancellation, if there is less than 10 business days' notice provided. Should you have more than 10 business days, please contact the corresponding secretary with all pertinent information for cancellation.

REQUESTING ASSISTANCE OR USE OF MINISTRY EQUIPMENT***

You **ARE** requesting help from another ministry whenever you need the use or assistance of personnel, equipment, or their designated area. You must take the time to directly discuss your needs with that ministry leader prior to requesting their signature. This is now covered on the Event form.

Example: Your ministry needs to use the kitchen, regardless of who is preparing the food, you must reach out to the culinary ministry leader and explain what your intentions are for your event. If culinary is in agreement they should then sign your event form. If your event is reoccurring, it is your responsibility to discuss ANY upcoming or non-existent changes for each occurrence with the ministries affected, with ample time for them to assist/respond. I.E. Don't ask for pots and pans, microphones, or to play a slideshow the day of your event, give them time to prepare for your request.

This applies to all ministries.