

# **Christian Unity Baptist Church**

## **Building Usage Request Process**

*For CUBC Ministry Events*

### **90 Days Prior to Your Event**

- Submit a completed CUBC Building Usage Request Form to the church office. The Request Form is then forwarded to the Pastor for his approval and then to the Event Coordinator for further processing.
- Receive a copy of your completed Building Usage Request Form for your own records.

### **60 Days Prior to Your Event**

- Complete an Event Details Questionnaire and forward the same to the CUBC Event Coordinator.
- Confirm that your requested rooms have been placed on the church calendar.

### **30 Days Prior to Your Event**

- Submit the Event Details Questionnaire to the Pastor & Executive Committee for final approval.
- Complete and submit the room diagram/floor plan for your event

### **The Day Before Your Event**

- Meet with CUBC staff to confirm that your reserved rooms have been set-up as desired.
- Share and discuss the policies regarding the use of the building with your ministry group leaders (i.e. decoration limits/restrictions - no masking tape, duct tape, pins, needles, nails, and any other item/material that may damage the church walls, floors, tables, or chairs in Christian Unity Baptist Church. Only scotch tape and blue painters tape are permitted.

### **The Day of Your Event**

Ensure that...

- No candles or "open flames" are used in Christian Unity Baptist Church outside of unity and candelabra candles. Only dripless candles may be used in Christian Unity Baptist Church.

- No masking tape, duct tape, pins, needles, nails, and any other item/material that may damage the church walls are prohibited in Christian Unity Baptist Church. Only scotch tape and blue painters tape are permitted.
- No rice, glitter, bird seed, or confetti is to be used/thrown before, during, or after the event in Christian Unity Baptist Church. Please describe your decorations to exclude the above listed items.
- Items delivered for your event are delivered on the morning of your scheduled date and removed immediately following your event's conclusion.
- A representative from your ministry is present to receive all delivered items for your event.
- Plastic covering is placed under all candles to ensure that wax drippings do not damage the church floors/carpets.
- Meet with the key leaders/participants of your group to ensure that they are familiar with the CUBC building usage policies that relate to your event (i.e. i.e. no smoking in building, no alcoholic beverages on church property, opening/closing time of church facilities, required departure time for your event participants and guests).