

EMMANUEL CHURCH CALENDAR & BUILDING USE POLICY

An important part of the Mission of Emmanuel Church is to provide hospitality to members of the larger Bel Air and Harford County communities. The church is blessed to have a variety of spaces suitable for many uses and users. This policy establishes norms for scheduling events at Emmanuel Church.

- ✘ **Priorities:** Events associated with *Worship* – services and any related receptions or gatherings – always receive the highest priority. Though every effort will be made to work around standing meeting and event times, it is always possible that something may have to be postponed or cancelled due to a conflict, for example, a funeral.

Events and activities connected with *Christian Education and Formation* have second priority, especially those such as Vacation Bible School, which are offered annually.

Fellowship events for members of the congregation have third priority, in particular large gatherings for meals and fundraising events.

Following these, priority is given to activities that support needs in the larger community, 12-Step groups, for example, and other events which are open to the general public. And finally, private groups offering recreation or instruction on a regular basis take priority over private one-time affairs.

- ✘ **Scheduling:** Inquiries about the availability of church space may be made by calling or emailing the office. If possible, 45 days' notice is requested to schedule events. The Rector and the Parish Administrator can check to see if the space is available for a given time. A reservation may be "penciled in" at that time but is not "official" until the Building Use application is complete. All reservations are subject to review and final approval at regularly scheduled bi-weekly staff meetings.
- ✘ **Suitability:** Events and activities held at Emmanuel Church must be deemed suitable for church property. The use and service of alcohol must comport with policies set forth by the Diocese of Maryland. Respect must be shown to church property and also to the norms of the neighborhood.
- ✘ **Insurance:** Every group using Emmanuel Church space must show evidence that they are insured against injury and liability.
- ✘ **Furnishings:** Facilities at Emmanuel are available on an "as is" basis. Set-up and take-down are the responsibility of those who are making use of the space. Users may be asked to restore tables and chairs to a particular configuration (especially on Saturdays to facilitate set-up for Sunday breakfast).
- ✘ **Suggested Donations:** Emmanuel Church does not charge fees for use of the building spaces but there are suggested donations recommended. If possible, these should be offered at least 30 days before an event. 12-Step groups are encouraged to follow their own general traditions with respect to donations. Other groups which use facilities on a regular basis are encouraged to consult with the Rector to determine an appropriate donation.
- ✘ **Cancellations:** Please notify the church office as soon as it becomes clear that an event must be cancelled. Emmanuel Church follows the Inclement Weather policies of the Harford County school system. Emmanuel cannot guarantee that snow will be completely cleared from all sidewalks and entryways.