

SUNDAY ROOM USAGE GUIDELINES

Church Committee/Event Use:

ACP Fellowship or committee-sponsored events may meet on Sundays after booking through the Business Administrator's office.

There is a Master Calendar of Events in the Church office. If your committee is trying to plan and organize an event or program, please check with the Business Administrator (bizadmin@acparis.org or 01.40.62.05.03) to ensure the viability of your meeting/event on the date/time you are interested in.

The Church House building is heavily solicited for use on Sundays due to the multitude of Church programming. Thus, the further you request in advance the more likely the room will be free. Do not assume that a particular room will be free for your program.

Adjustment requests to normal fellowship or regular committee meeting dates/times should be made preferably one month in advance,.

Non-Church Events

Non-Church members or outside groups shall normally not have access to use of the building during Sundays.

ACP Members may request usage of a room for an exceptional event. There is an expected donation of ½ the usual usage fee for the room whenever possible. These "private" events must be requested through the Business Administrator who may seek approval from the Pastors.

General Rules:

All meetings on Sundays , both private events and Church committee events, must be finished by 5 PM.

If you need to cancel a reservation, please notify the Business Administrator so the schedule can be adjusted accordingly for other potential users.

The Church reserves the right to cancel any meeting.

16-Jan-12