

EVENT REQUEST POLICY

Instructions

- Accompany an Event Request Form, they can be found in the church office or on line (lwcc.net).
- Please read this entire policy and complete the Event Request Form and return it to the church office. You may keep *Event Request Policy* for your records.
- Your reservation request is not final until you receive an approved copy of this form from the church office. Please do not advertise your event until you have received confirmation. Please allow up to 7 days for your request to be processed.

General Policies

- Any events scheduled must not conflict with the regularly scheduled Living Word activities.
- Non-Living Word activities will be considered on a case by case basis.
- All requests must be submitted by an adult to the office at least one month prior to event, if possible.
- Requests received the week of an event are classified as last minute requests and receive low priority.

User Requirements

- A. Reservations must be made by submitting an Event Request Form to the church office.
- B. Reservations will not be complete until the Event Request Form has been approved and returned to the person requesting use of the facility.
- C. Non-Living Word Groups must present Living Word a copy of their Certificate of Insurance prior to using the facility.
- D. Groups are responsible for making sure its members do not access or use areas of the facility not included in their Event Request Form reservation.
- E. Non-Living Word Groups using the facility must supply all materials for their gatherings (coffee, plates, cups, silverware, etc.).
- F. Children and youth may not use the building and grounds unless they have adult supervision. If space is required for their attended care, this space must be reserved when the main space is reserved. Any group bringing children must provide adequate child-care for their safety. We are not responsible for unattended children. Any Group providing childcare using Living Word facility must have a completed background check on all childcare workers. Background checks will be done by church office; completed forms can be turned in with Event Request Form.
- G. Groups will be responsible for setting up and breaking down tables, chairs and accessories, taking out trash and replacing liners and vacuuming and/or sweeping in their reserved area. For personal & community events you are required to dispose of your garbage away from Living Word facility.
- H. Groups wanting to use a kitchen must reserve when the main space is reserved. If using a kitchen, please wash and dry all dishes used, and return them to the correct cupboard. Take all extra food and beverages with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
- I. Nothing may be affixed to walls or furniture in the assigned areas, or along hallways leading to the assigned space without prior approval.
- J. The following is prohibited on all church property: smoking, smokeless tobacco, alcoholic beverages and pets/animals (except those being used in a church program and those considered “service pets”).
- K. If you break something, you will be responsible for the cost of repair or replacement. If you discover something in need of attention or repair, please notify the church office.
- L. Groups are responsible for turning out all lights and locking the door(s) as they leave.

Miscellaneous Rules and Expected Conduct

- All rooms are to be left in the order in which they were found.
- Any audio-visual equipment needed by a Living Word ministry must be reserved at the time of the facility reservation and someone must be present who is trained in the operation of the equipment. Non-Living Word Groups will need to provide their own equipment or a fee may apply to run equipment.
- Materials displayed and activities conducted during the building use must be in keeping with Christian ideals and are subject to review and approved by Staff. Authorization for use of the facilities may be terminated immediately by the Staff if materials and/or activities are deemed inappropriate.

Fees: If this event is a ministry of Living Word or an approved church-related function, there are no fees. For Non-Living Word Groups activities there may be fees for use of the facility. You will be notified when the reservation is approved. **All fees must be paid prior to the event.** Any Non-Living Word Groups usage must fall within the church's guidelines for facility use. When questions arise, the decision of Staff will be final.

EVENT REQUEST FORM

Please return completed Event Request Form to the Church Office no later than one month before your event.
Your request is not final until you receive an approved copy of this form from the Church Office.
Please complete all sections.

Basic Information

Contact Name _____ Contact Phone _____

Today's Date _____ Event Date _____ Time: Begins _____ Ends _____

Contact Email _____ Estimated Participants _____

Description of Event: _____

Church Event (Sponsoring Ministry) _____ Personal Event _____ Community Event _____

Event located at: Living Word _____ Other: _____

If event takes place at Living Word facility, what room(s) will be used? _____

Any special equipment needed? _____

Specific Information

It is important that all Groups do their best to leave Living Word in better condition than when they arrived.

Please indicate times you will begin set up and finish tear down, and clean up.

Begin Set up _____ Finish Clean up _____

Childcare

Any Group providing childcare must provide adequate childcare for their safety.

Any Group providing childcare using Living Word Facility must have a completed background check, on all childcare workers. Background checks will be done by church office. Forms are available at Church Office.

Are you providing childcare? _____ Are you using Living Word Nursery Facility? _____

(Please turn all completed Background Check Applications in at the same time you turn in your Event Request Form)

Promotional Tools

What tools are to be used to promote the event? Event Sheet _____ PowerPoint _____ Website _____

Please indicate what you would want advertised, we will do our best to accommodate you. Please be aware that some editing may be necessary for event, due to space. Use back of this sheet.

Office Use Only

Date Received _____ Request Received by _____ Approved _____ Not-Approved _____

Reason not approved _____

Total Amount due _____ Paid _____ Approved by _____

Has Groups been notified if they will be sharing the facility with another Group? _____

Living Word Christian Center

Authorization for Release of Background Information | CONFIDENTIAL

I hereby authorize Living Word Christian Center, its employees, agents, or any representative of the above named company, to perform investigations into my background, past behavior, character, and reputation.

Investigative reports may include criminal history or arrest records.

I authorize custodians of the records of any agency or company as described herein to release such information upon request of any investigator, agent, or representative of the Company named above. I understand that any or all of these investigations or inquiries can be performed prior to and periodically throughout the duration of my involvement at Living Word.

I believe to the best of my knowledge that all information I have provided is accurate, true, and correct and that I fully understand the terms of this release. I indemnify, release and hold harmless the Company, any agents of the Company, or others reporting to or for the Company, any investigators, reporting agencies, and all those supplying references and character references, from any and all claims, defamation, demands, and/or liabilities arising out of, or related to, such investigators, disclosures, or admissions.

Applicant Full Name (Printed)

Social Security #

Date of Birth

Applicant Address

City/State

Zip Code

Applicant Signature (Required to process application)

Date

Thank you for choosing to serve at Living Word Christian Center. We appreciate you so much for your commitment. God Bless you, and your ministry. We encourage you to continue to seek Him in all that you do.

God Bless, Living Word Staff

Living Word Christian Center

Event Planning Sheet

(For your records only)

This Event Planning Sheet was designed as a tool to help you and your team to be more efficient and successful planning of your event. By bringing your team together to plan your event, our prayer is that this will develop a stronger team.

This is how it works: Before each event, using your last Event Evaluation Sheet, sit down with your team, using this Event Planning Sheet, to plan your event. The key to planning a successful event is asking and answering, yourself or team, the right questions. Save this Planning Sheet and bring it up on your next event, whether it is the same event or not, this sheet will help you be more efficient and successful on your next event.

Note: *The more notes you take the stronger you will grow as a leader! All questions need to be discussed by team (use discretion; remember only key leaders of your team, you may need to meet individually with others of your team). Feel free to use another sheet of paper if not enough room is provided.*

EVENT: _____

Time of event? _____ Day of week? _____ Month of event? _____

Does this event conflict with anything & what? _____

Cost of event? _____ Do we need to charge & how much? _____

Do we need to collect money in advance? _____ How much advanced? _____

What were our costs? _____ How can we lower our costs? _____

Are we spending our money wisely? _____

How much do we buy (food-supplies)? _____

(Make a list of supplies and food you will need for this event)

What facility are we using? _____ Where is it located? _____ Facility costs? _____

Have we reserved facility? _____ Who is going to reserve facility? _____ When? _____

How many people are you expecting? _____ Will the facility accommodate that many? _____

How are we preparing for that many people attending? _____

Will our facility take care of our needs (parking, restrooms, tables, chairs, etc.)? _____

How easy and accessible is our facility? _____

Are we meeting all facility requirements (setting up, clean up, childcare)? _____

What is our schedule? _____ Does the schedule reflect our vision of the event? _____

How did we want to advertise? _____

Are we providing childcare? _____ Where? _____ Costs of childcare? _____

Who is doing childcare? _____ Do they have a background check done? _____

Evaluate childcare facility; do they need anything (supplies, snacks)? _____

How are we communicating to church office? _____
(By filling out and turning in the correct paper work in a timely manner)

How are we communicating to the appropriate church staff? _____
(Are you allowing yourself to be held accountable by setting meetings to communicate your event?)

Are we giving ourselves adequate time to prepare for this event? _____

Are you giving your team adequate time to prepare for this event? _____

As a leader, am I building a team of people to help me? _____

Who are they? _____

What are their jobs? _____

How am I following up and encouraging my team? _____

As a leader, how are you communicating to your team? _____
(Through training, meetings, etc.)

Does everyone clearly understand their job expectations? _____

As a leader, am I using each team member in their natural strengths? _____

Have you set up a date to evaluate, using the Event Evaluation Sheet, your event with your team?

Any extra notes: _____

Living Word Christian Center

Event Evaluation Sheet

(For your records only)

This Event Evaluation Sheet was designed as a tool to help you and your teams to more efficiently track the success or un-success of your event. By bringing your team together to discuss your event, our prayer is that this will develop a stronger team.

This is how it works: After each event sit down with your spouse and key leaders in your event. Talk about what worked and what didn't, filling out this sheet will help you to ask the right questions. Save this Evaluation Sheet and bring it up on your next event, whether it is the same event or not, this sheet will help you be more efficient and successful on your next event.

Note: *The more notes you take the stronger you will grow as a leader! All questions need to be discussed by team (use discretion; remember only key leaders of your team, you may need to meet individually with others of your team). Feel free to use another sheet of paper if not enough room is provided.*

EVENT: _____

Time of event? _____ Did that time work? _____

Day of week? _____ Did that time work? _____

Month of event? _____ Did this event conflict with anything & what? _____

Cost of event? _____ Do we need to charge & how much? _____

What were our costs? _____ How can we lower our costs? _____

Did we spend our money wisely? _____

Did we buy enough (food-supplies)? _____

How many people were we expecting? _____ How many people showed up? _____

How can we prepare better for people attending? _____

What facility did we use? _____ How did it work? _____

Do we want to use a different facility? _____ Where? _____

How was our schedule? _____

How can we improve our schedule? _____

How did we advertise? _____ How can we advertise better? _____

(Look at your advertisement flyer and make changes, attach to your Evaluation Sheet)

Did we meet all facility requirements (setting up, clean up, childcare)? _____

Did we provide childcare? _____ How did that go? _____

Do we need childcare? _____ How can we make childcare better? _____

Who did childcare? _____ How did they do? _____

Any complaints about childcare? _____

Did we pay our childcare worker? _____ Do we need to? _____ How much? _____

Where there any complaints about your event? _____
(Discuss them and make adjustments if needed)

How well did we communicate to church office? _____

How well did we communicate to the appropriate church staff? _____

How can we communicate better to church (office or staff)? _____

Did we give ourselves adequate time to prepare for this event? _____

As a leader, did I build a team of people to help me? _____

Who were they? _____

Where they an asset to this event & how? _____

What were the jobs you needed for this event? _____

How well were they jobs done according to the expectations? _____

(You need to discuss each job, which person did it, and evaluate each person's job performance. Keep this clean. A good team should be able to discuss and receive constructive criticism; if not maybe that person isn't the best for your team)

As a leader, how well did you communicate to your team? _____
(Through training, meetings, etc.)

Did everyone know clearly their job expectations? _____

How can I communicate more clearly or better? _____

As a leader, did I use each team member in their natural strengths? _____

Is there anything else we need to change in this event? _____

Any extra notes: _____
