

First Unitarian Church Of Cincinnati
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COMMITTEE SPONSORED CHURCH EVENTS

Committees often sponsor events at church. These generally come about through Committee work and aid in carrying out the committee's mission.

When the Facilities Use Committee receives a request that appears to align with a committee's mission, that request is discussed with the appropriate committee to see if they want to sponsor it.

There is no rental fee for Committee sponsored events, but under some circumstances there could be a custodial fee charged to the committee.

Steps to ensure a successful event:

1. As soon as possible, reserve the date with the church administrator who will post on the church calendar. If the date is tentative at first, be sure to finalize it or cancel it as early as possible.
2. Appoint one person who will be the primary contact for the office administrator and is knowledgeable about all aspects of the event.
3. Submit a detailed plan of the event to the office administrator as early as possible and at least one week prior to the event. A *Facilities Use Form for Committee Sponsored Events* is available to assist in planning.
4. Publicity is the responsibility of the sponsoring committee. For internal publicity be sure to follow Order of Service and Newsletter deadlines. Be sure to include a phone number where questions can be answered. The church office number should NOT be used in internal or external publicity.
5. Arrange for set-up and clean-up of all areas. Some events will require custodial services and could incur a custodial fee.
6. Unless a Committee member has a key, arrange with office administrator for access to church for set-up, the actual event, and securing the church after the event if the custodian is not on duty.
7. Appoint a committee member(s) as "host" for the event. They need to be present during the entire event to assist with the activities, care of the attendees, and provide for church security.