



Title: Gathering Area Use
Policy #: 3
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	11/18/2011	S. TRAKEL	PROVIDES GUIDELINES AS TO WHAT CAN BE DISPLAYED IN THE GATHERING AREA TO LIMIT CONGESTION.
2.0	6/14/2016	S. TRAKEL	FORM IS NO LONGER NECESSARY

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members, members of the community and employees of St. Paul Lutheran Church.

3 Policy

The following guidelines will be followed in regards to the use of the Gathering Area. This will help to prevent congestion and to limit the amount of fundraising to congregation members during services.

1. A maximum of 3 activities can occur per weekend – NO EXCEPTIONS
 2. Reservations can only be for a maximum of 3 weekends.
 3. Kiosks should be "manned" to field questions
 4. If selling, the seller should be sure to have a cash box with the ability to make change. The Scrip Counter does not have any cash available for making change.
 5. Welcome Center/Scrip Counter workers may NOT sell anything other than Scrip.
 6. Bulletin Boards – items for posting must be submitted to the church office for posting. Only community events and fundraisers will be posted. "Classifieds" and items for sale will not be allowed.
 7. The following weekends will not be available for reservations:
 - a. Easter
 - b. Thanksgiving
 - c. The last 3 weeks in December
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4 Procedure

1. Contact the church office to make a reservation.
2. Staff person making the reservation will ensure the following requirements:
 - a. Must be a St. Paul sponsored event through one of our ministry teams or a St. Paul Fellowship/Service Group activity
 - b. Must correlate to our mission of "Connecting People to Christ"
 - c. Collections for individuals are not allowed

5 Forms

None