

Building Use Procedure

1. Pastor is the initial 'intake' person.
 - a. He will take the call
 - b. Secretary connects the call to the Pastor
 - c. If Pastor is not there, Secretary leaves him the message
2. Bill will check church building's availability & provide Trustee name and contact information to the caller.
 - a. Bill can send building use/fee schedule in an attachment to the person wishing to use the building, if that is desired.
3. User contacts the Trustee to make arrangements to go over the building use agreement, provide date/s, time/s and intended use.
4. If, when, the hall/building is being rented and a fee is involved, the check should be made out to: Deering Community Church
"Building Use" written in the 'memo' area
5. The money/check is to be given to the Financial Secretary
6. Trustee gives a copy of the agreement to the building user and the original is to be filed in the "Building Use/Fee" folder in office