

FRIEDENS UNITED CHURCH OF CHRIST

PROCEDURES FOR APPROVAL OF CAMPUS SPACE FOR BUSINESS RELATED ACTIVITIES AND ATYPICAL REQUESTS FOR USE OF CAMPUS SPACE

1. Business related activities and non-community service use of campus facilities by non-members is generally not approved.
2. For business related activities or non-community service use of campus facilities by members, the following procedures should be followed:
 - a. The member wanting to use campus facilities must fill out the campus use request form.
 - b. The completed form should be forwarded to a council member for approval. Preferably the form should be approved by a council member that has knowledge of the campus facilities or whose ministry is related to the requested use of the facility.
 - c. The request cannot be approved until a council member has given written approval (email is acceptable) and that approval is noted on the request form. If a request is denied by a council member, the denial will typically not be reviewed by the full council, but the applicant is free to petition the full council to review the denial at the council's discretion.
 - d. Approved requests for business related activities and non-community service uses require the applicant to abide by the rules of the campus use form.
3. If unsure of proper procedure or if there is an unusual or atypical request for use of campus facilities, church staff should feel free to contact a pastor, the council president or council vice-president for guidance.