



3 Chevy Chase Circle
Chevy Chase, MD 20815

ASC Ministry Event/Meeting Guidelines

All All Saints Church (ASC) sponsored events, meetings, fundraisers, and trips, whether at the Church or offsite, must be approved, funded, and calendared. ***In addition, each ministry's ASC staff liaison must oversee each activity.*** Please read the following guidelines prior to completing the Event Reservation Form.

FUNDING

All ministries utilizing ASC funds are required to submit a budget with *the Event & Room Reservation Form*. For assistance with budgeting, please contact the ministry's staff liaison.

SCHEDULING

To schedule an event, please submit a *ASC Event & Room Reservation Form* to the Office Assistant, Nacole Hillman (nacole.hillman@allsaintschurch.net). Upon approval, the meeting/event/fundraiser will be placed on the church calendar and the sponsor notified. *Events are not official until they are put on the church calendar.*

Scheduling will be subject to the overarching liturgical and ASC calendar. No additional activities shall be scheduled on the following federal and religious holidays: Palm Sunday, Holy Thursday, Good Friday, Holy Saturday, Easter Sunday, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and other days as announced by the parish. In addition, there are no events in the church building on holidays when the church office is closed. At times, a regularly scheduled room may be preempted by a parish activity, e.g. during the seasons of Advent, Christmas, Lent, Easter, etc. Also, periodic renovation or maintenance may make certain rooms temporarily unavailable. Your understanding is appreciated.

The following weekly scheduling guidelines have been established in order to prevent conflicts:

Sunday mornings ~ Worship and Christian Education

Monday evenings ~ ASC Partner Ministries and Outside Groups Approved by the Parish Administrator

Tuesday evenings ~ Meetings for Ministries and Leadership, Alcoholics Anonymous

Wednesday evenings ~ Small Group Ministries, including Christian Education and Prayer

Thursday evenings ~ Music Ministry

Friday evenings ~ No Activities

Saturday ~ As needed – Additional fees apply.

If cancelation is necessary, please do so at least 24 hours in advance.

COMMUNICATIONS AND PUBLICATIONS

All communications and publications in conjunction with an event are subject to the policies set forth in the All Saints Church's *Communications Policy and Guidelines*. Please forward all promotional plans and materials to Teri Ballou, Communications Manager, (teri.ballou@allsaintschurch.net) at least two weeks prior to the start date of promotion.

ONSITE EVENTS AND MEETINGS

Each event reservation requires a designated person responsible for the space, including clean up.

Opening and Closing Times

Monday

Meetings may not begin prior to 10 a.m.

Meetings must end by 9:45 p.m. with participants out of the building no later than 10 p.m.

Tuesday - Thursday

Meetings may not begin prior to 9 a.m.

Meetings must end by 9:45 p.m. with participants out of the building no later than 10 p.m.

Friday

Meetings may not begin prior to 9 a.m.

Meetings must end by 2:45 p.m. and participants out of the building no later than 3 p.m.

Sunday

Meetings may not begin prior to 7:45 a.m.

Meetings must end by 1:45 p.m. and participants out of the building no later than 2 p.m.

Security and Safety

All children are to be supervised at all times. Our Children's Minister, Katie Freer, must be contacted regarding our *Child Safety Protection Policies* for any events in which minors (children under the age of 18) will be present and not under the supervision of their own parent(s)/guardian(s).

No peanut products are allowed in any of the children's classrooms.

Events with alcohol are subject to the policies put forth in the *All Saints Church Alcohol Policy*. In addition, if wine or beer is to be sold, strict adherence to local municipal codes is required.

For the safety of the facility and those in it, this facility is designated as smoke free.

A designated security person must be on the premises whenever there is an event in the church. This person is responsible for opening and monitoring doors and closing and locking the building according to instructions provided by the Parish Administrator, Lois McDonald. At times when there is no regularly-scheduled security, a \$30/hour fee is required and is drawn from the individual ministry's budget.

Housekeeping

Please leave any room as neat and clean as you found it, or even better. Please let someone in the office know of anything that is broken or out of order. In the event that there is no custodial support (after hours), the person responsible for the event will organize the set-up and tear down, as well as cleaning up per the following:

- ✓ Trash removed to dumpster
- ✓ All furniture and equipment returned to original position
- ✓ Disposal of decorations
- ✓ Removal of tablecloths for laundering
- ✓ Removal of all personal and ministry-related items
- ✓ Restrooms picked up
- ✓ Floors swept or vacuumed
- ✓ Lights turned off

If an event is scheduled in the Great Hall on a Friday evening or Saturday, there is also \$250 custodial fee for the setup of the Great Hall for the Family Table service.

No food or drinks are allowed in the Nave.

All linens must be laundered and returned within 48 hours.

If the kitchen is used, the *Kitchen/Great Hall Cleanup Checklist* must be completed, signed, and returned to Nacole Hillman, Office Assistant, at the end of the event.

For further information about events at All Saints, please contact:

Nacole Hillman, Office Assistant
All Saints Church
3 Chevy Chase Circle
Chevy Chase, Maryland 20815
301-654-2488, ext. 229
nacole.hillman@allsaintschurch.net