

**Proposal for Church Sponsorship of an Educational Program/Activity**  
Education Commission of the Holiday Island Community Church

Name of event/activity: \_\_\_\_\_

Proposed date(s) and starting and ending times: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_ How many will be members of the HICC? \_\_\_\_\_

Proposed Location: \_\_\_\_\_

Primary objectives of the event/activity ("What are the attendees expected to learn?") \_\_\_\_\_

What prerequisites are the learners expected to have, if any? \_\_\_\_\_

How will the event/activity be evaluated (how will you determine if the program is successful)? \_\_\_\_\_

What learning materials will be needed, if any? \_\_\_\_\_

Describe audiovisual equipment needed, including public address system? \_\_\_\_\_

Describe costs associated with the event or activity. Include especially the costs to learners and your recommendation for financial support from the Church, if any. \_\_\_\_\_

Other information you wish to provide: \_\_\_\_\_

..... **Applicant Information** .....

I have read, understand and will comply with the Church's "Requirements for Using Church Buildings and Facilities."

Signature: \_\_\_\_\_ | Date: \_\_\_\_\_

Address: \_\_\_\_\_ | Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

..... **Education Commission Action** .....

Offering of event/activity:  Approved  Denied | Space assigned: \_\_\_\_\_

Per person fee of \$ \_\_\_\_\_ Approved | Cost to the Church not to exceed \$ \_\_\_\_\_

By: \_\_\_\_\_ | Date: \_\_\_\_\_

Copy: Applicant  
Church Secretary  
Commission File  
Committee Chair

## ARTICLE XIV: USE OF FACILITIES

### A. Policy

1. The facilities of the Church and fellowship building(s) are available for authorized organizations and programs approved by the Administrative Council or the Administrative Council Chairperson. Such organizations and programs have priority for use of facilities and equipment.
2. Individual members of the Church, non-members, and organizations not constituted within the Church may request usage of the Church and fellowship building(s).
3. The Holiday Island Community Church is a tobacco and alcohol-free Church.

### B. Procedure

1. Requests for use of building facilities by groups not constituted by the Church shall be directed to the Administrative Council. All other requests shall be directed to the Church Secretary.
2. The pastor may extend the use of the facilities in ministry.
3. The Church Secretary shall refer those new requests that are for general or Christian education purposes to the Education Commission for their review and subsequent recommendation for use to the Administrative Council.
4. Approved activities and programs shall follow current, approved usage policies for the Church building (“Guidelines for Use of Church Building and Parking Lot, revised April 2002”) and for the fellowship building (“Guidelines for Use of Herman and Ellen Cook Center for Continuing Ministries, 2005”).
5. Policies for use of building facilities shall be reviewed annually by the Administrative Council.