

## **Scheduling a Crossroads Event**

All events/activities must be scheduled through the office. Even if the calendar does not have a day marked, that does not mean that day is available – there may be something in discussion or in the approval process that you are not aware of. Only Pastor Walt or Glenda are authorized to mark the calendar.

Fill out a “Crossroads Church Special Events Application” form with needed information and submit to the office. These forms are available from the office or may be found in the “information boards” on the wall by the “mancave” stairs or by the water cooler downstairs.

Once a request has been received, we look at the calendar to make sure there are no other events scheduled for your proposed date. We also take into consideration various criteria, including what room(s) you need, how many events are planned for that same timeframe, and whether it will interfere with an already scheduled event. For example, if there is a wedding at the church on Saturday, many times the church will not be available Friday either because of decorating and rehearsal.

**If there is a cost involved, your request will need to be taken to the Elder Board for their approval.**