

SCHEDULING REQUEST POLICY:

Revised 3.1.23

Pathway Community Church is a faith-based organization with a mission to lead people into a full life found in Jesus Christ. We welcome any event on our campus that is planned by an internal ministry, volunteer leader within our congregation, or a like-minded organization within our community. In an effort to best serve our congregation, we uphold the following policy in regard to events we will host and/or promote.

A staff member, often a facility team member, must always be present when events are scheduled on Pathway's campus. If needed, we will assign a staff member to be present at your event (upon event approval).

MINISTRY EVENTS

Considerations for Pathway and Other Ministries

- Does our master calendar accommodate the dates requested?
- How does the event fit with Pathway's ministry, values, and mission?
- Will the event compete with similar ministries already scheduled?
- Do we have the resources to carry out the request (space, personnel, etc.)?

Should we encounter conflicts or concerns, we will propose adjustments to the event, or in some cases, we may decline the request.

While we may agree to **host** an event, we may decline to **promote** an event. We do not use Pathway channels to promote community groups or private events, unless these events partner with a Pathway ministry (i.e. PCC Men, PCC Women, Missions, etc.) and essentially become a Pathway-sponsored event.

COMMUNITY GROUPS, SPORTING EVENTS, & PRIVATE EVENTS

Because we desire to be good neighbors and in order to build community, we host community groups and private events when possible. Approval of these events is subject to considerations listed above and below. We want to serve you well! If we are unable to do that, we will decline the request or work with you to find a different time that will allow for a great event.

Community groups include HOAs, staff meetings for outside organizations, etc.

Sporting Events are those requesting the use of our fields and outdoor space.

Private Events include parties, showers, reunions, etc. (**Weddings** are a separate approval process, and that information can be found at pccfw.org/weddings.)

Community Groups

We allow community groups to use our facility for *non-profit, non-marketing events* at no

charge as our ministry schedule allows, unless tech services or higher levels of support are requested.

Private Events

Due to our full ministry schedule, we host a limited number of private events. When requesting an event, please keep the following in mind:

1. Because of preparation for weekend services, we DO NOT host private events on Saturdays. On Sundays, we will schedule private events starting no earlier than 2pm, with set up starting as early as 1:30pm.
2. Private events will be approved no more than three months in advance. This is to give priority to Pathway ministry.
3. For private events, there will be a fee associated with the use of our building and a refundable damage deposit.

Damage Deposits are:

- \$100 for a classroom
- \$200 for the Venue, Gathering, Worship Center, and Café Lobby

Fees are determined based on:

- Size of room
 - \$100 for classroom
 - \$300 for Venue/Gathering/Café Lobby
 - \$500 for Worship Center
- Length of time of event: if an event is longer than two hours, we will have a conversation about possible additional cost.
- Personnel required
 - Tech: costs are determined on an event-by-event basis
 - If security is deemed necessary by Pathway leadership for an event, a fee will be determined for security (as needed)

A full refund may be given if an event is canceled within 48 hours of booking the event.
All fees are nonrefundable if canceled within 30 days of the event.

4. We cannot reserve space until the request is approved and appropriate paperwork and fees are returned to the office.
5. We reserve the right to require a security officer to be present at large events at the expense of the individuals requesting the event.
6. If tech is requested, please refer to tech fee schedule.

Sports Fields and Volleyball Courts

Pathway has made available space on our grounds for use by area sports teams, clubs,

community groups, and our friends and neighbors. While volleyball courts and sports fields (except the rugby field) are open to drop-in neighborhood play at no cost, all groups and individuals must defer to those who have reserved the fields/courts. Organized clubs and teams must have a reservation, which is associated with a cost.

Sports Fields

Pathway has three fields that are available for reservation at \$10/hour.

Sand Volleyball Courts

Sand volleyball courts are available for reservation at \$5/hour per court.

Pathway Community Church cannot approve requests for events that fit any of the following descriptions:

1. **A for-profit event or fundraiser that promotes an outside organization or advances a personal business.** This does NOT include fundraisers where Pathway ministries invite outside vendors for a mutually-beneficial venture that facilitates the deposit of ministry-focused dollars into Pathway accounts. This DOES include efforts where one person/group is the sole beneficiary, their business is the primary recipient of the funds generated, and their business network is expanded.
2. **Personal Businesses** such as music lessons, product parties, fitness classes – unless the event is fully sanctioned and supported by a Pathway ministry. In those instances, the request would need to come from that ministry.
3. **Wedding Receptions and Rehearsal Dinners.** In many instances, receptions would conflict with our service times or other weekend ministry. We also do not have a commercial kitchen to support a meal being served.
4. An event that promotes an organization or lifestyle that embodies beliefs which are contrary to our doctrine and/or position on social issues.
5. An outside organization's event that does not readily align with our ministry calendar, values, and mission.

