



**Use of
 Patio
 Area**

RECEIVED BY _____ DATE _____ TIME _____ Approved _____

NAME OF MINISTRY _____

CONTACT PERSON _____

EMAIL ADDRESS _____

PHONE NUMBER _____

DATES REQUESTED (Maximum 2 consecutive Sundays)

TABLES (Maximum capacity of the space is two, 4 ft. tables)

All groups/ministries will be assigned 1 table; there may be another ministry sharing the space. A 2nd table will be allowed only if no other ministry has requested space one week prior to date requested here.

Description of Promotion & How it Will Be Displayed _____



I have read and understand the Guidelines & Responsibilities for Use of Patio Area.



Please keep for your reference. DO NOT TURN IN TO THE OFFICE!

Guidelines & Responsibilities for Use of Patio Area

The Patio Area outside the sanctuary building is a gathering/fellowship space and the only approved area for sales and promotions. As such, the church tries to balance its use between fellowship and promotion.

Reserving the Patio is "first come, first served."

- At present, this form, available through the church office, is the only manner with which to reserve space.
- Form should be submitted to CHURCH RECEPTIONIST for date/time stamping 2 weeks prior to requested date, preferably earlier. Please allow at least 3 days to receive approval. Request(s) can be submitted in person at the church office, or faxed to: (386) 446-3144.
 - ◆ Calendaring is handled through the church office. It is possible that the space requested may be available for immediate approval.
- **Presentation & Display** must be appropriate to a church setting.
- **Maximum time use** of the area is for 2 consecutive Sundays.
- **Set up and take down** are the responsibilities of your ministry. Your promotion must be in place by 9am and taken down by 12:30pm. **Table must be attended AT ALL TIMES.**

Tables & Signs

- **4' x 2' tables** provided by the church are allowed; they are stored behind the door of the library; please refrain from using any other tables. Tablecloths (provided by your ministry) can be used if desired.
 - **Tables should be cleaned before return to the library.**
- **Sign holders** are provided by the church and stored with the tables. Each ministry/group has its own identifying placard. **Hand-written signs hanging on the front of the table are not allowed.**

Benches are for seating or additional promotional items; please do not bring extra chairs or props onto the Patio.