

Sycamore United Methodist Church Concourse Usage Policy

To maintain the integrity of our worship; to enhance the various programs of SUMC; and ensure the safety of the congregation, the following policy is in place for Concourse usage.

1. All church groups (Committees, UMW, UMM, Youth, etc.) must sign up for use of the concourse space in the church office.
2. All events/activities must be listed on the church calendar.
3. No more than three groups will be allowed on any given Sunday without special approval from Church Council. (*The coffee fellowship table does not count as one of the three.*)
4. There are 3 designated areas in the Concourse where table set up is allowed. All of these are south of the purple carpet line. Up to two tables per group are allowed in the designated areas, *if the office deems there is the space available.*
5. Any group requiring more than 2 tables on any given Sunday needs to receive approval from Church Council.
6. Any group wishing to use the concourse for more than 3 consecutive weeks for the same event/activity needs to receive approval from Church Council.
7. Groups are responsible for set up and take down. Displays, easels, chairs, and any other items other than the tables **MUST** be removed after the second service on Sunday morning. *The office will communicate if any events (weddings, funerals, etc.) would interfere with your group setting up before the Saturday night service.*
8. Any group outside of the church must receive approval from Church Council **BEFORE** placing an event/activity on the church calendar.
9. Should the need arise, that a church group requires table space, but the office is not open, then the Senior Pastor may grant permission to set up *after checking the availability of space, on the church calendar.*

This policy was adopted at the February 4, 2008 Church Council meeting and supersedes and replaces all previous Concourse Usage Policies.