

## **Building Use Committee**

**Purpose:** Evaluate, and approve or disapprove Building Use Requests.

To accomplish this purpose, the Building Use Committee shall:

- Be formed as a committee, with a chairperson and multiple committee members.
- Prepare and present a written annual report to the congregation.
- Make recommendations to the BOT for approval of any changes to the Building Use Policy or Building Agreement Form.
- Report to the BOT monthly regarding activities, approvals and disapprovals of Building Use Requests.
- Coordinate with the office manager to implement Building Use Policy and procedures for use of the building.
- Manage and recruit volunteers to be Building Use Coordinators.

Date Approved: May 13, 2026