



2. If the room requires a special set up or supplies, please discuss this with the main office at the time the room is reserved.
3. If you need copies for your meeting, please email them to the main office.  
**DEADLINE: At least 1 week prior to the meeting.**
4. Email or supply a copy of each Agenda and Minutes to the main office.
5. Scheduled meetings and events will be put on the church calendar, in the bulletin calendar, and on the website calendar. If additional reminders are needed, you may email the reminders to your committee members. The office does not send additional reminders.

### **New/Special Events**

1. Complete the form above (Room Requisition) and submit to the main office or email the information needed to the office. If your event date or time changes, notify the office immediately.  
**DEADLINE: At least 6 weeks in advance.**
2. If the room(s) require special set up or supplies, please discuss this with the main office at the time the room(s) are reserved.
3. If you need copies for your event, please email them to the main office.  
**DEADLINE: At least 2 weeks prior to the event.**
4. Use of the kitchen(s) requires an approved kitchen attendant. A fee may be charged to hire the kitchen attendant.
5. Plan promotions and advertising accordingly (See Announcements and Advertising).
6. The requester must be present at the special event and is responsible for clean-up, turning off lights, and locking up.
7. Requests are on the first come, first serve basis. In the event a funeral needs to take place the same day as your event with no other options available, the funeral will take priority.

### **Announcements and Advertising**

1. All bulletin & newsletter announcements should be submitted through our website [www.collegeavenuechurch.org](http://www.collegeavenuechurch.org) under Contact Us, then Announcements. Announcements should run in the bulletin 3 weeks to reach most members of the congregation. For the Newsletter, graphics are recommended over articles. Regular reports (Finance, etc.) should be emailed directly to the newsletter at [collegeavenews@gmail.com](mailto:collegeavenews@gmail.com).  
**BULLETIN DEADLINE: No later than Tuesdays at 4:00 p.m.**

**NEWSLETTER DEADLINES:**

<b>February Edition</b>	<b>1/21/16</b>	<b>March Edition</b>	<b>2/18/16</b>
<b>April Edition</b>	<b>3/17/16</b>	<b>May Edition</b>	<b>4/14/16</b>
<b>June Edition</b>	<b>5/19/16</b>	<b>July/Aug. Edition</b>	<b>6/16/16</b>
<b>September Edition</b>	<b>8/18/16</b>	<b>October Edition</b>	<b>9/15/16</b>
<b>November Edition</b>	<b>10/20/16</b>	<b>Dec./Jan. Edition</b>	<b>11/16/16</b>

2. For public events you wish to advertise outside College Avenue (Cluster churches, press release, newspaper, area schools, etc.), please submit requests to Nichole Call, ncall@collegeavenuechurch.org.

**DEADLINE: At least 6 weeks prior to the event.**

**Reimbursement/Account Payables**

1. Complete the following form and submit to the main office with the receipt or invoice attached. You will need to know the account number you wish the payment to be deducted from.

**DEADLINE: At least by Tuesdays at 9:00 a.m. (checks available the following Friday morning).**

2. The “Approved By” signature needs to be the Chair of the committee of the account being used. If it is the chair that is being reimbursed, the “Approved By” signature may be another member of the committee or an appropriate staff member.

COLLEGE AVENUE UNITED METHODIST CHURCH  
Check Request Form

Check if new vendor:  \_\_\_\_\_

Vendor Name: Group (address if new vendor)

Invoice Date: 1/5/15 (If no specific date, use date of request.)

Invoice or Account #: 051329 (Credit cards only require the last 4 digits.)

Invoice Amount \$: 150.00

ACCOUNT #	\$ AMOUNT	ACCOUNT #	\$ AMOUNT
<u>01-7226</u>	<u>\$100.00</u>	<u>01-7230</u>	<u>\$50.00</u>
_____	_____	_____	_____
_____	_____	_____	_____

*To be completed by accountant:*

CHECK DATE: \_\_\_\_\_ REQUESTED BY: Your name

CHECK #: \_\_\_\_\_ APPROVED BY: Committee Chair name

What to do with check when ready or special instructions: Mail

In-House Reference: \_\_\_\_\_

3. Keep track of your budget/spending. Each month each chair will receive a copy of the finance report pertaining to them in their mailbox. If you need a more recent copy of the finance report than what you already have, please contact the finance chair or the main office.

4. Tax exempt forms are available in the main office by request. We are unable to reimburse for sales tax.

**Other Requests Not Specified**

For any request you have not indicated above, please speak with the main office as soon as possible.

**DEADLINE: At least 4 weeks prior to need.**