

FIRST UNITED METHODIST CHURCH THE COLONY TABLES/SIGN-UP SHEETS IN THE NARTHEX GUIDELINES

Guidelines for requesting tables and/or sign-up sheets in the narthex.

1. Complete a reservation form (located at the Information Station) and return it to the church scheduler at least (7) days prior to date requested.
2. Church scheduler will notify the contact person of approval.
3. Tables and/or sign-up sheets may be set up **for no more than three consecutive Sundays.**
4. Table placement/location in narthex is determined by the scheduler.
5. More than one Group/Individual may share a table.
6. A fundraiser must first be approved by the Finance Committee.
7. We will try to accommodate most requests and provide a balance of tables and sign-ups throughout the year.
8. The earlier the scheduler has the request, the easier it will be to accommodate everyone.