

Interior Beautification Policy

Version 1.1

05/05/2013

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1.0 Flower Donations

1. Those who wish to donate flowers to honor or memorialize someone should contact the Interior Beautification Committee (IBC). IBC will in turn provide assistance and direction.
2. Donors must provide a two week notice to have a message placed in the Sunday morning bulletin. Messages should be no longer than two typed lines.
3. Flowers will be placed in foyer(s) only.
4. For selection of flowers, donors will be referred to the church's preferred vendor (contact IBC). The vendor will make the donor aware of size requirements and other particulars to ensure proper placement and proper showing of the arrangement.
5. Donors will make payment directly to the vendor.
6. Flowers should not be left after weddings or funerals unless previous arrangements have been made with IBC.

2.0 Displays and Furniture

1. With the exception of special events or ministry activities preapproved by the church office and IBC, all furniture and furnishings should remain in foyers and entry ways.
2. Displays, promotions, postings and other advertisement materials are not allowed with the exception of approved special events or ministry activities preapproved by the church office. These should be coordinated with the church office and approved at least one month in advance.
3. With the exception of special events or ministry activities preapproved by the church office, decoration and modification of furniture placement is not allowed. Changes in the setup or breakdown of folding tables and chairs should be coordinated with the church office.

Revision Notes

Approved	By	Version	Comments
05/05/2013	Church Conference	1.1	Update Format and minor changes
10/25/2011	In Process	1.0	Creation of policy