
Spokane Washington North Stake

BUILDING SCHEDULING POLICIES

1. No events may be scheduled in any building during regular Sunday meeting times (9 am to 4 pm), except for General Conference and Stake Conference.
2. The bishops in each building (or their assigned representatives) should meet prior to the beginning of each year to coordinate the scheduling of regular ward events (other than the Sunday meeting block), such as Mutual, weekday Relief Society meetings, and Cub Scout den and pack meetings. They may also decide, if they so desire, to designate certain weekends of each month as being reserved for ward activities. Previously-scheduled stake calendar events will take precedence over regular ward events, so the wards may need to make adjustments in any particular month as to the timing or location of regular ward events. The schedules of ward events developed by the bishops or their assigned representatives (including a listing of rooms needed) must be provided to the building scheduler for placement on the building schedule. Any conflicts between such ward events and other (non-stake) items already on the building schedule must be brought to the immediate attention of the agent bishop for resolution.
3. After the stake calendar is published at the beginning of each new year, the calendared items are posted to the building schedule, and the regular ward events are posted to the building schedule, all items posted on the building schedule will take precedence over any new items desired to be scheduled thereafter, unless otherwise determined by the stake presidency. If possible, baptisms should be given priority when scheduling rooms with a font.
4. If a new event is desired to be scheduled during the year and the rooms needed for the event are reserved for some other activity, the individuals desiring to schedule the new event must consult with the leader of the unit or organization which has the prior reservation to determine if the reservation can be released in favor of the new event.
5. The stake wing of the stake center (including the high council room) may only be scheduled through Jeff Urien, the stake executive secretary.
6. The Family History Center may only be scheduled through Katie Leale, the Family History Center Director, or through Family History Center staff as designated.
7. Church buildings and facilities are to be closed on Monday evenings, except that Shawnee Ward family home evening activities may be scheduled in the buildings.