

Church of the Redeemer Facility/Room Reservation Procedures

A church-wide events/room use calendar is maintained by the office manager. If you are considering the use of a room, please check the availability with the office manager prior to completing the required paper work. If the facilities/rooms requested are available for the date specified and all paper work is completed properly, the office manager will schedule the event in the appropriate calendar and send you a confirmation. This procedure is the only method for scheduling a facility/room and date on the calendar. All requests will be processed in the order received.

Facility Reservation Request Form:

Once you have confirmed a date for your event with our office manager, please submit a Facility Reservation Request. This document can be found on our website, can be emailed to you, or can be picked up in our office. If you would like the form emailed to you, please contact Amy Smrcina at amy@redeemeratlanta.org. A Facility Reservation Form must be fully complete, in order to, reserve a room.

Deadlines:

- To reserve the Sanctuary, Commons, or any church classroom, a request must be submitted **no later than 2 weeks prior (excluding weddings)** to the date of intended use. The appropriate room use form must also be submitted at that time.
- For a reservation in which supplies will be needed, the "Equipment/Supplies Needed" section on the Reservation Request must be completed and sent in with the appropriate form.

Facility/Room Set Up:

Page 2 of the Facility Reservation Request Form must be completed **no later than 1 week prior** to the event to request basic room set-up. Only basic room set-up needs will be provided for church activities and meetings. Any set-up required beyond the basic set-up specified in these procedures and accompanying forms will be an additional charge. At no time may items be removed from other rooms that are set up for other events!

Deadlines:

- The Facility/Room set-up section, if needed, must be fully completed and turned in with the reservation form. The office manager will have no ability to make changes after the set-up portion of the form has been forwarded to the church warden. Set-up forms are submitted to the church warden **1 week prior to events** (excluding weddings).

*Basic room set-up is defined as follows: Chairs, tables and other requested equipment will be placed in the room. The arrangement of the furniture will be the responsibility of the event host, if arrangement is NOT communicated. After the event, it is the responsibility of the church warden or hired help to return the room to the way it was prior to the event.

Facility Reservation Requests for Weddings:

After you have contacted the office manager and you both have secured a date for the event, please fill out all applicable forms and return to the office. Once forms are deemed complete, a "Wedding Agreement" will be emailed to you, with all policies and applicable fees for facility set-up and use. Payment details will be included within the "Wedding Agreement."

Deadlines:

- Facility reservation requests must be submitted **no later than 8 weeks prior** to the event.

Notes about Facility/Room Reservation, Room Set-Up, and completion of the form:

Contacting Church Staff Members: In some cases, you will need to contact the church staff member who is in charge of the ministry most closely related to your event for help in planning. Visit the church website, www.redeemeratlanta.org, for a listing of church staff members and their responsibilities. Please also copy or forward all request to the office manager, in addition to, any staff member that you need help from.

Events with Food: These events should be held in rooms with hard surface flooring, which are currently rooms, such as, the Commons, classrooms, and outside the Sanctuary upon special consideration.

Recurring Meetings/Events: One form will suffice for meetings that recur several days in a row, on a weekly basis, or on a monthly basis if set-up for each recurrence is identical. If set-up is different on different dates, then a Facility Reservation Request must be submitted for each individual meeting. Meetings that recur throughout the ministry year must be re-submitted annually.

Decorations: The person in charge of the event is responsible for all decorations. Please organize a team to prepare for the event. No plants in the building are to be moved from their current location.

After Hours Events and/or Set-Up: If any part of an event, set-up, or clean-up will occur outside of normal business hours, a staff member or church officer will need to be secured to open and/or lock the building. The building hours are as follows: Monday—Friday 7:30am—4:00pm, Saturday and Sunday—Closed except by reservation; Holidays and Holiday weekends—Closed. To secure a person for opening and/or locking the building, contact the office manager. In the event you cannot get a sponsor, a House Manager will need to be hired through the office manager.

Sanctuary Use: For sanctuary needs such as sound, lighting, staging, etc., a Sanctuary Use Form is to be submitted to the office manager **no later than 2 weeks prior** to the event.

Kitchen Supplies: For kitchen supply needs, the “Equipment/Supplies Needed” section on Form 1 must be completed and submitted **no later than 1 week prior** to the event.

Child Care: Please contact our Children’s Director for any childcare questions and/or needs at heather@redeemeratlanta.org.

Advertising Flyers: Advertising for upcoming events may only be placed on bulletin boards throughout the church and must be removed once the event is over. Requests for website advertising and verbal announcements during the services on Sundays are to be made to the church staff member in charge of the area of ministry most closely related to the event.

Facility Layout: Be sure to have the coordinators of your event familiarize themselves with the layout of the facility before the time of the event. A tour of the facility will be given by appointment only.

Cancellations: Please inform the office manager if rooms previously reserved are no longer needed. Informing the office manager as soon as possible will allow others to use the room if necessary and not cause unneeded set-up work to be done by the church warden.

Clean-Up: Please be sure to restore the rooms and facility to the condition in which they were found before the meeting/event. A checklist will be provided for you that will have everything that needs to be completed before you leave the premises.

FEE SCHEDULE

Non-Members

Members

Sanctuary

<u>Security Deposit</u>	*\$250	*\$250
<u>Room Fees</u>	\$300	no charge
<u>Audio (required)</u>	\$100	\$100
<u>Custodial</u>	\$150	\$150

Commons

<u>Security Deposit</u>	*\$250	*\$250
<u>Room Fees</u>	\$350	no charge
<u>Audio (available, not required)</u>	no charge**	no charge**
<u>Custodial</u>	\$200	\$200

Conference Room/Persian Church/Counseling Rooms

- Only available to members
- Must be approved by all staff

*A security deposit is required to cover costs that might be incurred due to breakages, additional cleaning, etc. If no additional costs are incurred, your deposit will be refunded following the event.

**Includes 2 inputs (for 2 mikes, mike + music, etc.). This is an in-ceiling, very basic system. DJ or band should be provided by the performers.

COTR Facility Reservation Request

To reserve the Sanctuary, Commons, or church classroom, submit this form at least **2 weeks prior to** the event. If the kitchen or supplies will be needed, please fully complete the appropriate section on this form.

Name _____

Phone Number _____

Event Title _____

Date of Event: _____ Start Time: _____ End Time: _____

If you plan on doing significant set-up and/or decorations, please specify below when you will need to begin.

Date you will need to begin set up: _____ Time you will need to begin set-up: _____

Will any part of the event, set-up, or clean-up take place after hours? Yes No

Building Hours are: Monday—Friday 7:30am-4:00pm
Saturday & Sunday—by reservation only
Holidays & holiday weekends—closed

If yes, a church officer or staff member must be present to unlock/lock the facility prior to and after the event. A reservation will not be placed on the calendar for an after hours event until this information is provided and verified.

Number of People Expected: _____

Room(s) Requested _____

Sanctuary needed? Yes No

If yes, this form and a "Sanctuary Use" form must be submitted together, no later than **2 weeks prior** to the event.

If the event will involve the identical set-up on more than one date, then explain the recurrence on this form. The following are examples of recurrence that might be specified: the first Monday of every month; 3 days in a row beginning on such and such a date; or the 15th of each month. If related events that occur on other dates will require different set-up on the other dates, then submit a separate "Facility Reservation Request" for each date that rooms are needed.

Recurrence: _____

Will you be providing childcare? Yes No

If yes, read the Policy for Organizing Childcare and initial here _____ to indicate your agreement.

All reservations will be subject to approval and available resources. Scheduling is done on a first come, first served basis. Please notify the church of any changes as soon as possible. By signing below, I agree to leave the room(s) in a clean and orderly condition, to return all supplies to their designated area, and to abide by the policies and procedures of Church of the Redeemer. I realize I may forfeit future use of the facility by not abiding by these procedures. Some fees and charges may apply for large events and events after hours. Please contact the Office Manager for more information.

Signature _____

If set-up details are not submitted with the original room request, they are due **no later than 1 week prior** to the event. If you submit this Facility Reservation Request form without completing the set-up information, it will be your responsibility to submit the set-up request no later than 1 week prior to the event. Failure to do so will result in standard set-up for the room(s) requested.

Complete the two boxes below for set-up. If several rooms require the same set-up in each of them, then completion of the two boxes below will suffice. If there are a variety of set-ups for multiple rooms, please include a separate sheet of paper for each room reserved. Include on the sheet the event title, event date and room numbers(s).

<p style="text-align: center;"><u>Equipment/Supplies Needed</u> (list amounts where applicable)</p> <p>___ tables ___ chairs ___ white board ___ podium ___ screen ___ overhead projector ___ other:</p> <p style="text-align: center;"><u>Kitchen Supplies Requested:</u> (due 1 weeks prior)</p> <p>___ ice ___ dinnerware (quantity) ___ tablecloths ___ coffee</p>
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<p style="text-align: center;"><u>Layout</u> (due 1 week prior)</p> <p>Room(s) _____</p> <p>Sketch the layout of the room(s) (chairs, tables, equipment)</p>
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Sanctuary Use Form

(Due 2 weeks prior to event)

Event Title: _____

Date of Event: _____

Sound

Do you need to use the sound system? [] Yes [] No

If yes, what do you anticipate needing?

[] Standing microphone(s) for speaker(s) or singer(s). Number of microphones _____

A qualified sound technician is mandatory for all Sanctuary uses that require the use of Church of the Redeemer's sound system.

The Music and Arts Department will assess your sound needs and determine whether or not a volunteer operator can run your event, in the case that a qualified sound technician can not be acquired. If your volunteer is not already trained, training must be coordinated at least 2 weeks prior to your event. The volunteer is responsible for setting up the training session with the qualified sound technician. A list of qualified technicians will be provided to you by the Office Manager. It will be the responsibility of your party, once your event has been scheduled to coordinate all needs that you may have with the sound technician up till the start of your event.

Room Set-Up and Decorations

If sanctuary furniture needs to be moved for the event, a detailed diagram must be submitted to the Church Warden **no later than 2 weeks prior** to the event. Any non-requested changes made to the arrangement of the room will not be allowed. Please contact Don McCook at don@redeemeratlanta.org.