

Special Project Update

Room Booking Procedure^(May-December)

SUMMARY

- All space uses on campus are booked in EMS.
- Rooms will not be designated as ministry-specific.
- Hospitality Ministry will manage the church building calendar.
- All spaces will be booked through the Hospitality Ministry.
- Event refers to any gathering of a group of people on campus whether Bible study, meeting, parking lot party, etal.

STEP-BY-STEP PROCESS

STEP 1: Fill out the form found on the staff portal.

STEP 2: Email the requested form to Kelli O’Flaherty and copy Liz Tash and your core team supervisor.

STEP 3^a: If requesting a small one-day event, Hospitality will reserve space based on availability.

OR

STEP 3^b: If requesting a multiple day event, a recurring event, an event requiring multiple rooms, or an event in St. Andrew’s Room, Fellowship Hall, or Kellett Chapel
A meeting with your team will be scheduled with Hospitality and Operations to review the reservation request in order to ensure that space and resources are available to support your event.

STEP 4: For all approved events, Hospitality will book the space and send an EMS email confirmation.

STEP 5: After an EMS email confirmation is received,

- Promote the event. (Please do not put in a COMMS Request prior to having designated space.)
- Enter service orders under your reserved rooms at least 30 days prior to the event.
- If requested, attend the weekly Operations and Hospitality “Hospitality Planning Meeting” meeting at 11:00 am on Thursday the week before your event.