



Instructions for Reserving Space in the Church Complex

Members and friends of the congregations are entitled to reserve space for congregation sponsored meetings and activities.

If you wish to reserve space, please follow the procedures as outlined below

- 1) Check the [church calendar](#) to see what, if any spaces are available for the date(s) or your event. The calendar is available on the website on the right side of the welcome page under resources. The room codes are as follows:

CH – Chapel
S – Sanctuary
FWR – Frances White Room
GR – Green Room
L – Library
O – Office
U – Undercroft
ER – Eastman Room
P – Patio

- 2) Once you determine which rooms are available. You may request space [on-line](#). (The form is accessible on the website, under the members tab) Please complete the entire form. A staff member will let you know when the space has been confirmed. At that point you will be able to see it on the church calendar.

Spaces are generally reserved on a first come/first served basis. However, certain activities will take precedence over committee meetings or activities.

- 1) Board meetings or meetings/activities that are required by the [By-Laws](#) of the congregation.
- 2) All-congregation events and fundraisers
- 3) Certain rental opportunities that will provide a significant financial benefit to the congregation

Members are welcome to discuss room needs with each other. If arrangements are made to trade rooms or change meeting schedules, you must contact [Garnett Losak](#) so that an adjustment can be made to the calendar.

Please be considerate: It is the responsibility of the sponsoring committee to inform the office if an event has been postponed or cancelled.