

## **Church Venue Booking Policy**

*(Applicable for events other than weddings and funerals, drafted on June 18, 2025)*

### **1. General Guidelines**

- All bookings must be submitted through the official Booking Form on the church website.
- To secure the best results, we highly encourage all booking requests for the calendar year to be submitted in October of the previous year. This will facilitate smoother event management and resource planning, and we will confirm the bookings in November. While we will still leave a buffer for our team to manage new booking requests throughout the year, this is less than ideal because we need to plan in advance the human resource required to support the events.
- When there are venue booking conflicts, the staff team reserves the right to reschedule confirmed bookings for internal church events if necessary.
- All participants in activities must leave the church by 10 PM, as our night staff need time to conduct a thorough cleaning and inspection of the building before closing.

### **2. Booking Restrictions**

#### **A. As there is no staff support, there will be no bookings on:**

- Public holidays (except for the Filipino Ministry).
- Mondays (unless the event is self-sufficient and requires no admin support).

#### **B. Restricted Areas:**

- Restricted areas are 2nd Floor Music Room and 3rd Floor Sunday School Area.
- Only church members/regular attenders may book these areas, and the church members/regular attenders must be present during the event.

#### **C. Reserved Times:**

- Friday nights are reserved for Youth & Tweens only unless prior approval is given by the Youth Director and Children's Ministry Director.

### **3. Booking Process & Requirements**

#### **A. Submission & Lead Time**

- Bookings are confirmed during our staff's office hours. For the staff who manage external events, the office hours are 9 AM to 6 PM from Tuesday to Saturday. For the staff who manage internal events, the office hours are 9 AM to 6 PM from Tuesday to Friday and on Sunday.

- It usually takes 1-3 working days to confirm the event, depending on the event's scale, complexities, and the church office workload.
- For events requiring custodial, admin, AV, or IT support, bookings need to be submitted at least 2 weeks in advance.
- For self-sufficient events, bookings need to be submitted at least 2 working days in advance, except for the Stephen Ministry.

## **B. Events Supports**

- For self-sufficient events, it means no admin support is needed.
- Admin support includes:
  - AV booking
  - Computer setup
  - Speaker setup
  - Coffee and tea setup
  - Table and chair setup
  - Event cleanup
  - Simple stationary set up, e.g. paper, pens and food labels
- Admin support does not typically include the following items, if such support is needed, we consider on a case by case basis by the Pastor or the Director of Operations:
  - Slides preparation
  - Translation work
  - Food procurement
  - Food preparation
  - Liaising with event attendees
  - Printing event materials
  - Ordering event materials (including but not limited to stationery, equipment, and decorations for the event)
  - Event decoration
  - Moving large furniture or plants for the event