

ROOM RESERVATION REQUEST FOR INTERNAL BEULAH GROUPS

(You may not publicize any event until the representative has received confirmation of approval. Contact the office within one week if no confirmation is received.)

NAME OF GROUP _____ EVENT NAME _____
GROUP REPRESENTATIVE _____ ESTIMATED ATTENDANCE _____
PHONE _____ EMAIL _____
ADDITIONAL CONTACT PERSON _____ Phone _____

DATE OF EVENT: _____ **Start Time:** _____ **End Time:** _____ **Building Exit Time:** _____

Setup* date, if different from event: _____ **Setup time** from _____ am/pm to _____ am/pm

*Groups provide their own setup and take-down labor. If you require assistance due to physical limitations, please check here for consideration: _____ You will be notified of our decision.

Preferred room/s _____ Check here if Audio/Visual setup is needed _____*

*If A/V is needed, please contact Jeremy Bosse, AV Technician, at jbosse@beulahpresby.org, who will determine which setup is best for your needs. You must request this service immediately after your date is confirmed with the office. This service depends on availability of trained technicians.

EVENTS WITH A SERIES OF DATES: This event begins on _____ and ends on _____
Day of the week: _____ Start time _____ End time _____

If the sequence of dates is not a set pattern, please list the individual dates here:

Describe exceptions to the meeting schedule and other scheduling information in the box below.

DOOR ACCESS: When the event is scheduled outside of regular door access times, we require advance notice of two weeks to reconfigure the system for you.

Which doors (both exterior and interior hallways) will you be using? _____
What time should they be unlocked? _____ What time can we lock them again? _____

SATURDAY GROUPS: See Facility Policy "Attachment C" for requirements. You must designate a staff person or church member who has been issued a key and agrees to be accountable to unlock/lock the building, ensure that rooms used are clean, trash removed, and the Sunday morning setup is in order per our facility use policies. **Name of authorized person who has agreed to serve in this capacity:** _____.

ADDITIONAL INFORMATION/CLARIFICATION: Describe room setup plans: #tables, chairs, audio/visual needs, whether food will be served (if planning an outside caterer, please notify the office) and provide any additional information that will help us know how best to accommodate you:

Typed or Written Signature _____ **Date Submitted** _____

Signature or typed name certifies you have read the facility policies and will ensure that participants will abide by them. A very brief statement of some key elements in the policy is provided on the back of this form.

Date Rec'd _____ **Confirmation sent** _____ **Copy to Custodians** _____

Excerpt from Facility Use Policy, pages 1 and 2 are provided for your convenience, but you are required to review and agree to the entire policy statement, which can be accessed online or sent to you prior to confirmation.

THE APPLICATION PROCESS

All requests for the use of the Church facilities must be directed to the church office and will be reviewed by the church staff, which has the authority to grant or deny permission based on these guidelines. The Buildings and Grounds Committee may also be asked to advise and approve certain events.

Questions may be referred to the Office and Communications Supervisor, Head Custodian, Business Administrator, or Buildings and Grounds Committee.

A. Forms

The Room Reservation Request form is available for download in PDF format on our website (www.beulahpresby.org) or can be sent to you as an email attachment. It can also be printed and filled in manually and submitted by regular mail or in person.

If you do not have the ability to open PDF files, you may request a standard Word document version, or a paper copy will be sent to you in the mail. Paper copies are available to pick up from the office.

B. Time Line

All applications must be submitted at least four (4) weeks prior to the proposed function. Ordinarily the event can be reviewed and approved within one week or less.

C. Confirmation

If approved, the applicant will receive an email or phone call. Any stipulations unique to the event will be discussed at that time. Should the application be rejected, an explanation will be provided.

No publicity of events or sale of tickets is allowed until the confirmation process has been completed.

A group is cleared to proceed with promoting the event when all the following factors have been met:

- The church has contacted the leader directly to confirm the event.
- The insurance certificate has been received by the church (where required).
- [A Food Handler's Certificate has been received by the church \(where required\).](#)
- Waivers have been signed and received by the church (where required).
- The contribution/deposit has been received by the church.
- An Event Supervisor has been appointed (where required).

WEEKEND AND PRIVATE EVENTS: Please refer to **Attachment C** in the Facility Policies for this policy and the specific obligations and requirements.

A NOTE ABOUT SUPERVISION OF CHILDREN: Minor children are required to be under adult supervision at all times. Outside groups must arrange sufficient adult supervision to provide for the safety of the children at their event. Beulah's child safety policy is available for review, if requested, but each outside group must follow their own guidelines when Beulah is acting only as a host location, not a program sponsor. The Child Safety policy must be observed for Beulah Church program purposes.