

Facilities Scheduling and Use

Scheduling Guidelines

1. To schedule ministry meetings or events, please email (secretary@sacredheartwr.com) or call (478-923-0124) the church office at least one week prior to the event. If the kitchen is required, the kitchen should also be scheduled through the office. If setup is required, ensure the rooms are scheduled to cover setup time.
2. Select a room that meets your needs based on standard setups. See next section
3. For heating and cooling:
 - a. The PAC rooms are programmed from a central location and will be programmed based on the schedule. If you have scheduled a room, the room temperature will be set correctly.
 - b. Temperature in the Social Hall rooms are controlled in each room. If you are using the room and the temperature is not adequate, push the “Temporary Occupied” button. The temperature will quickly heat or cool to the correct temperature and remain at that temperature for 2 hours.
 - c. If you have scheduled the Fellowship Hall in the church, the building monitor will ensure the room temperature is set correctly.
4. If you need to cancel your meeting or event, please contact the church office. Building monitors are on site to support scheduled events and rooms are heated or cooled based on the scheduling. We need to know ahead of time if that support is not needed in order to prevent wasteful and unnecessary spending. If your ministry has several “no shows” in a row, your meeting will be removed from the schedule.
5. All meetings should conclude by their schedule time. Events should conclude no later than 10 pm.

Room Setup and Clean-up

1. If you need a specific table arrangement and move the tables and chairs, it is your responsibility to put the tables and chairs back as you found them. See Appendix A.
2. If you need a larger space, walls can be removed between 101 & 103 or 102 & 104 or 103 & cafeteria or removed for all rooms in the social hall. You will need to provide a room layout and the building monitors will setup and break down the room.

*Please **DO NOT MOVE** the sliding room partition walls. Only maintenance personal are authorized to move them.*
3. If food is served or crafts are done, the ministry is responsible for vacuuming and emptying the trash. Vacuums are located in the Sound/Storage room. If food is served please take the trash outside to the dumpster. In other cases, a large trash can is located in the Sound Storage room and your trash should be placed in that location. Please, wipe down tables.
4. No red drinks are allowed in carpeted rooms.

Sounds System and Network Access

1. If you need sound, please contact John Louth (478-953-4985).
2. If you need to access the network, please contact the church office for the login information.

Kitchen Usage

1. Ministries must demonstrate knowledge of the kitchen equipment before they are authorized to use the kitchen. Please contact Dara West at the church office or through email (development@sacredheartwr.com) before your ministries first scheduling of the kitchen.

Appendix A

Room Capacity and Standard Setup

Fellowship Hall

- No standard setup
- 8 - 6 foot tables and 3 - 8 foot tables
- 66 chairs



Cafeteria:



SH 101 and SH103

Tables/Chairs:

- SH101 – 12 tables / 72 chairs and food table
- SH103 - 9 tables / 54 chairs and food table



SH102

Tables/Chairs - 6 tables, head table and food table / 36 chairs



SH 104

Table by wall for food or documents

6 tables plus food table / 36 chairs



PAC 205

