



Process for Room and Resource Reservation

1. Information for the event request is received by digital/paper copy. Phone requests for calendar availability can be checked, but not submitted until formal request by digital/paper copy.
2. During staff meetings on Wednesday mornings, event requests will be reviewed and staff and pastors will make decision on the request and availability on the calendar. If there is not a staff meeting that week, the pastors will confer within the week to decide about the event.
3. A staff member will then notify the person making the event request of approval or if any problems, within a week, if not before.

[Link to Room and Resource Reservation Form](#)