

Facilities Use Request Procedures and Policy

East Valley has many functions taking place for our church ministries and members as well the communities around us. Due to the demands on our facilities, these procedures and policies have been put into place to SERVE you and glorify God through the very standards East Valley exemplifies = Leadership, Integrity, Fellowship and EXCELLENCE.

Procedures and Policy:

30-DAY ADVANCE NOTICE SETS THE STANDARD FOR INTEGRITY AND EXCELLENCE.

For any event, meeting or occasion planned with Integrity and Excellence at East Valley, it is imperative there be an advance notice in submitting YOUR FACILITY REQUEST. The Facility Request Form must be completed and either emailed or submitted to the Facilities Use Request box in the EV Office at least 30 days in advance. Additional advanced notice (30+ days) is even better, so submit your Requests as soon as you know your dates!

PLANNING AND REQUESTING ADDITIONAL TIME (S) FOR BIG EVENTS / MEETINGS.

While you are considering which room or part of the EV facility you prefer to use for your event or occasion, please consider what other meetings, decorating times or other tasks must be done to bring the vision of your occasion to its fullest in Excellence! It would be helpful if you complete the Facilities Request forms for those planned times along with your initial Facilities Request to the Facilities Department. The Building Request Calendar fills up quickly, so be sure to submit your Requests as soon as your dates are determined for your event(s), meeting(s), or occasion(s). Plan ahead!

SPECIFYING THE FACILITY OR AREA PREFERRED.

Every area of East Valley may only be used if a Facilities Request Form is completed and approved. These areas include but are not limited to: the Parking Lot, Patio, Back lawn, Tent, Waterfront, Stage, Rooms 3, 4, 5, 7, 8, 9, 10, 11, and 12. (Example of Parking Lot: Car Show, Easter Brunch.)

DECORATING.

Remember, even though you may have a Facilities Request Form completed and turned in for your actual event, if you need a time to decorate for that event – you will need to complete another Request Form. For instance, decorating for Harvest or Christmas – please reserve your decorating time so no one else will be using the facilities at the SAME time. Again, submit this request with your initial facilities request for the best planning of your event.

RECURRING MEETINGS AND / OR EVENTS. (Occurs more than twice)

All Facilities Use Requests for Recurring Meetings, etc. are viable for ONLY four (4) months from the date of the first meeting / event. That date will be written in your confirmation. This enables the Facilities Department to provide all of the East Valley Ministries and community with a more accurate schedule of TRUE events and meetings actually taking place on a week – to – week basis.

CONFIRMATIONS OF REQUEST(S).

Your Facilities Request will be confirmed or denied by email within 72 hours. If denied due to a scheduling conflict, we will offer you other Options for your event / meeting / occasion. If for some reason you need a 48-hour response or do not hear from anyone in the Facilities Department within 72 hours, please contact Jason Beck by phone or email. You can also access the Building Use Calendar, on a computer in the church office anytime to re-confirm your reservation. The Facilities Department is happy to provide

you with a mini-lesson in accessing the Building Use Calendar if you would like, just contact Jason.

ROOM GUIDELINES AND SPECIFICATIONS.

- o Tent – Accommodates 125 + people
- o Waterfront – Accommodates up to 125 people
- o Rooms 9/10 – Accommodate about 75 people
- o Rooms 11 and 12 – Accommodate up to 40 people each
- o Other classrooms – Accommodate 15 people or less

Ö SET UP AND TEAR DOWN – LOCK AND UNLOCK.

The Facilities Department is limited in its ability to provide set-up and tear down for all events and meetings taking place through the various Ministries of East Valley. Therefore, the Facilities Department will place all needed equipment in the requested facility area for you, but the actual set-up and tear down of your event will be the responsibility of your own Ministry or Organization. (Note: Exception – Women's Ministry). As well, we will be happy to provide you with the needed keys and information to open and close the facility for your event or meeting.

To obtain a key and instructions, please call Jason Beck (988-1717) for an appointment **AT LEAST** one week before your event after your Facilities Use Request is approved and you have received confirmation by email or phone. Thank you.