

## **Charis Methodist Church – Meeting Room Booking**

1. The Opening Hours of Church Facilities for use are:

Weekdays:	9:00 am to 10:00 pm
Saturdays:	9:00 am to 10:00 pm
Sundays:	8:00 am to 5:00 pm

2. Rooms can be booked for use during church opening hours. Specific church facilities available for booking are attached:-

1. Annex A – Rooms capacity and use purposes.
2. Annex B – Rooms fittings

3. Bookings must be made via [roombooking@charismc.org.sg](mailto:roombooking@charismc.org.sg). All bookings are subject to the approval of Church Office.

4. Details to submit for room booking:

- a. Full Name:
- b. Handphone Number:
- c. No. of Pax:
- d. Room No. (refer to Annex A):
- e. Purpose of Booking (include SG name / ministry if applicable):
- f. Date(s) (block booking is allowed):
- g. Start Time:
- h. End Time:
- i. Remarks:

5. Each block booking can only be for a period of 2 months maximum. Each booking is in segments of an (one) hour. E.g. a 30 min booking will reserve the room for one hour.

6. To allow for room allocation, your booking should be made at least 14 days in advance for weekday bookings and 30 days for weekend bookings. (Most of the rooms on weekends are reserved for ministry activities, and hence room availability is limited).

7. Any booking request for use of church premises outside of church opening hours is subject to Church Office approval as special arrangements have to be made for such use.

8. Any cancellation or changes to booked times must be communicated to the church office at least 1 working days prior to the meeting.

9. Postponement of booking is regarded as a new application by church office.

10. Kindly allow up to 48 business hours for room confirmation email to be sent out.

### **Guidelines for Room Usage**

11. Rooms are for church use only. Personal use of rooms is prohibited. Unauthorised users will be asked to vacate the premises.
12. Strictly no food and drinks are allowed in Sanctuary, Chapel and 101 Prayer Room.
13. Keep the place clean and tidy, turn off all equipment, lights and aircon before leaving the room.
14. The room must be restored to its original setting after use.
15. All food waste must be cleared and removed from the room at the end of your meeting. Tables are to be wiped after consumption of food. Dispose food waste bag in the green rubbish bin in front of church.
16. In order for the room to be available to the next user / group, kindly wrap up your meeting 10mins prior.

Thank you for your cooperation.

## ANNEX A: Charis Methodist Church Facilities Available For Booking

No.	TYPE	Capacity	Room No.	Name	Use Purpose
1	<b>COMMUNITY SPACE</b>	500	L1	L1 Plaza /Carpark	For large gatherings
1	<b>WORSHIP HALLS</b>	450	207	Sanctuary	For sacred worship services
2		150	206	Chapel	For sacred worship services
1	<b>COMMUNITY HALLS</b>	60	103	Oasis + Terrace	For Social Gatherings without entry restrictions
2		60	204	Bethlehem Kids School	Gatherings without shoes (no shoe zone)
3		60	308	Upper Room	For small fellowship
1	<b>MEETING ROOMS (Large size)</b>	40	B01	Bethany XS Room	For Social Gatherings without entry restrictions
2		40	202	Moriah Choir Room	For Choir, gatherings without tables
3		30	302	Peter Conference Room	For Conference Meetings
1	<b>MEETING ROOMS (Mid size)</b>	20	B02	Cana Music Room	For Meeting
2		20	102	Samaria Room	For meetings with pantry
3		15	301	Matthew Meeting Room	For Meeting (children focus)
4		15	305	Andrew (Staff Meeting Room)	For Meeting

1	<b>MEETING ROOMS</b> (Small size)	8	203	Nazareth Meeting Room	For Meeting
2		6	303	James Meeting Room	For Meeting
3		8	304	John Meeting Room	For Meeting
4		6	306	Philip Counting Room	For Meeting/Teller Counting
5		8	307	Simon Chamber Room	For Meeting

1	<b>Designated Use</b>	NA	B04	Cana Recording Studio	Music Recording Room
2		NA	101	Hermon Prayer Room	Prayer & Counselling Room
3		NA	103	Kitchen	Kitchen
4		NA	201	Sanctuary Cry Room	Cry Room Large
5		NA	206	Chapel Cry Room	Cry Room small
6		NA	208	Chancel Room	For Church Worship & Music Equipment
7		NA	310 to 312	Church office	Church Admin Office
8		NA	L1	Playground	Children's Playground

## ANNEX B: Room Fittings (updated as at 14 Aug 2024)

TYPE	Room No.	Name	Capacity Pax	Aircon	Tables	Chairs	Whiteboard	Projector/TV	AV	Musical Equipment	Fans	Shelves	Cupboards	Others
Worship Halls	207	Sanctuary	450	VRV x 4	3	74 pews, 117 maroon, 39 choir		P+T	Y	Full Band			2	
	206	Chapel	150	VRV x 4	1	99 maroon, 11 red		P+T	Y	Keyboard x 2			6	
Community Halls	103	Oasis + Terrace	70	VRV x 2	6 tables, 5 high tables, 4 round tables,	42 chairs, 16 high chairs, L Sofa		P	Y	Piano	4			Pantry, Fridge
	204	Bethlehem (No Shoes)	80	VRV x 1	6 kindy, 3 tables	40 kindy	2 mobile	P	Y	Keyboard			8	pantry
	308	Upper Room	60	VRV x 1	1 table, 8 Folding tables	63 turquosie	1 mobile	P	Y	Keyboard		1	2	
Plaza	L1	Plaza	500		3	Y					5			
Rooms Large (up to 40)	B01	Bethany XS Room	50	CC X 3	7 folding tables, 3 tables	50 coloured	2 mounted, 2 mobile	P	Y	Keyboard		1	2	
	202	Moriah Choir Room	40	CC X 2	2	40 green	1 mounted	P+Mobile T		Upright Piano			9	
	302	Peter Conference Room	30	CC X 2	7 foldable Conference tables	34 green	1 mounted, 1 mobile	Mobile T				4		
Rooms Medium (10-20)	B02	Cana Music Room	20	FC x 1	4	10 red	1 mounted						3	
	102	Samaria Room	20	CC X 2	4 foldable table	8 green, 8 red	1 mounted, 3 mobile				1		2 + 8 metal locker	pantry, small fridge

	301	Matthew Meeting Room	15	FC x 1	4 Kindy	20 kindy, 12 red	1 mounted	T					1		
	305	Andrew Meeting Room	15	CC X 1	1 small tables	20 green	1 mounted	T					1		
<b>Rooms Small</b> (up to 8)	203	Nazareth Meeting Room	8	FC x 1	1	6 green, 4 red	1 mounted								
	303	James Meeting Room	6	FC x 1	1	6 green	1 mounted								
	304	John Meeting Room	8	FC x 1	1 plastic folding table	15 green	1 mounted	T					1		
	306	Philip Counting Room	6	CC X 1	1 glass top table	5 green	1 mounted							3	
	307	Simon Chamber Room	8	FC x 1	2 tables	9 green	1 mounted							1	
<b>Room Designated</b>	B04	Music Recording Room		FC x 1					Y	Drum Set					
	101	Hermon Prayer Room		FC x 1	red round table	2 small pews, 7 green		Mobile T			1			kneel pad	
	201	Cry Room		FC x 1		2 single sofa, 1 baby chair, 6 green									