

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

1. Refer to the Room-to-Book Chart below.
2. All bookings are subject to the approval of the Church Office. Bookings **must be** made via [roombooking@charismc.org.sg](mailto:roombooking@charismc.org.sg).
3. Details to submit for room booking:
  - a. Full Name:
  - b. Handphone Number:
  - c. No. of Pax:
  - d. Room No. (refer to Room-to-Book Chart below):
  - 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:
4. Kindly allow up to 48 business hours for room confirmation email to be sent out.
5. Rooms are for church use only. Personal use of rooms is prohibited. Unauthorised users will be asked to vacate the premises.
6. Keep the place clean and tidy, turn off all equipment, lights and aircon before leaving the room.
7. Strictly no food and drinks are allowed in Sanctuary, Chapel and 101 Prayer Room. All food waste must be cleared and removed from the room at the end of your meeting.
8. The room must be restored to its original setting after use.
9. In order for the room to be available to the next user / group, kindly wrap up your meeting 10mins prior.
10. Any cancellation or changes to booked times must be communicated to the church office at least 1 working days prior to the meeting.
11. Postponement of booking is regarded as a new application by church office.

### **Mondays to Saturdays**

- (A) Rooms are available for booking between 9am to 9pm.
- (B) Each Small Group and / or Ministry Head can block book for 2 months ahead. Each booking *is by 1 (one) hour*.
- (C) Your booking must be made up to 14 days in advance, i.e. *if you need the room on 18<sup>th</sup> of the month, your booking should be made before 5<sup>h</sup> of the month.*

### **Sundays**

- (A) Rooms are available for booking between 7.30am to 5pm.
- (B) Most of the rooms on Sunday are reserved for regular Sunday ministry activities. For example, worship services, SS, bible study classes and prayer meetings hence room availability is limited and subject to availability.
- (C) Each Small Group and / or Ministry Head can block book for 1 month ahead. Each booking *is by 1 (one) hour*.
- (D) Your booking must be made up to 14 days in advance, i.e. *if you need the room on 18<sup>th</sup> of the month, your booking should be made before 5<sup>h</sup> of the month.*

## Room-to-Book Chart updated as at 9 Jan 2024

<b>Room No.</b>	<b>Room Size</b>	<b>Facilities in Room</b>	<b>Booked for Main Ministry Use on Sundays</b>
301 (Matthew)	M	2 Tables, whiteboard, TV monitor, 4 kindy tables, 20 kindy chairs	SS Class (10am – 1pm)
302 (Peter)	L	4 conf Tables, 14 green chairs, portable projector, white board	MW SG (1 <sup>st</sup> & 3 <sup>rd</sup> Sundays of the month) MW D1 (from 25 Feb) LCEC Mtg & Local Conf. (1 – 5pm)
303 (James)	S	1 table	Meeting Room
304 (John)	M	10 chairs, TV monitor	SS Class (10am – 1pm)
305 (Andrew)	M	20 chairs, TV monitor	SS Class (10am – 1pm)
306 (Philip)	S	1 glass table, 3 chairs	Counting Room (10am – 11.15am)
307 (Simon)	S	1 Table, 6 chairs	Meeting Room
308 (Upper Room)	L	1 table, 33 Chairs, projector	SS Worship Hall (9.30am - 1pm)
204 (Bethlehem) No shoes zone	L	Small tables and Chairs, Projector	SS Nursery Worship / Classroom (9.30am - 1pm)
203 (Nazareth)	S	Table, TV monitor	MW SS (9am – 10.15am)
202 (Moriah) Choir Toom	L	1 table, 30 red chairs, whiteboard, projector, upright piano	Choir Practice (till 8.45am) E1045 Pre-service prayer (9.30 – 10.15am) MW SG class (10.45am – 12pm)
201 (Jericho) No shoes zone	S	2 sofas for nursing mothers, baby chair, 7 green chairs	Cry Room (till 1pm)
Chapel	L	97 maroon chairs	MW Service till 10.15am 2 <sup>nd</sup> Sun: MW Prayer Meeting (10.45am – 12pm) 1 <sup>st</sup> , 3 <sup>rd</sup> to 5 <sup>th</sup> Sun: Adult Bible Study (10.45am – 12.15pm from 18Feb)
Sanctuary	L	72 pews, 123 chairs at sides, 35 choir chairs	E0845 and E1045 Services
Level 1		Oven, fridge, dish-washing machine	Kitchen
103 Oasis	L	Tables, chairs, upright piano, high tables and chairs, projector screen, projector	Fellowship Area
102 Samaria	L	10 chairs, 3 tables, washing machine, dryer, sink	Rough sleepers (7pm to 7am) MW Senior Bible Study (10.45am – 12pm)
101 Prayer Room	M	Kneeling pads, short pews, 6 chairs	Prayer / Counselling room (by appointment only) Sun: till 12pm Post Worship Prayer: 10.15am – 11am
B02 (Cana)	L	TBC = Musical Instruments + tables	Music jamming room / JXS breakout Room / recording room
B01 (Bethany)	L	TBC = 5 foldable tables, 50 chairs, Projector	Youth Room (10.30am – 12.30pm) Monthly ministry meeting (1 – 3pm)

S = Small room size (maximum of 8 pax)

M = Medium room size (maximum of 15 pax)

L = Large room size (above 15 pax)