

How To: Staff Facility Use (Non-Promotional Events)

For staff-organized events such as team meetings or group discussions that do not require promotion, the following procedure should be followed to ensure the event is properly scheduled and resources are allocated without being visible to the wider congregation. This ensures efficient use of our facilities while maintaining privacy and focus for internal activities.

Step 1: Accessing the Calendar

- Navigate to [Calendar](#).
 - If you do not have the necessary permissions to create an even please contact the Admin Team.
- View the day you are looking to book and see what other events are on the Calendar to make sure you can request an open space.

Step 2: Creating the Event

<p>1. From the Events page, select <i>New Event</i> or hover over the date and select <i>New</i> to create an event.</p>	<p>new_event_arrows.png</p>
<p>2. Complete the Event Information and click more options</p> <div data-bbox="108 1361 778 1541" style="background-color: #f9e79f; padding: 10px;"><p>There are more fields required for an event than on this set up section. Consult the Required Event Entry Section for the full list.</p></div>	<p>modal_new event_numbered.png</p>

<p>3. Add Rooms and Resources on the Overview Page</p> <ul style="list-style-type: none">• Add the setup and teardown schedule as well as any other times you might need to reserve for the event.• Search or browse for rooms and resources, expanding to answer any required questions and specifying the room setup.• Remember to hit 'Save Changes to this Date'	
<p>4. Navigate to the Settings Page Complete the Summary, Notes, and ChurchCenter information (if the event is visible).</p>	

Step 3: Wait for Approval

The [Facilities Approval Group](#), will receive your request and you will receive an email with your events approval.

If there is missing information from your request, the Admin team will ask you to complete the information before approving your request.

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