

PROCEDURES FOR WILDFLOWER CALENDAR RESERVATIONS

WF members will contact the WF Office Administrator (OA) to request room reservations.

- Any calendar requests for events on Sundays are worked out between the requestor and the OA (calendar@wildflowerchurch.org) based on pre-approved time & room blocks shown on the shared Sunday Schedule link on the Wildflower Church website (www.wildflowerchurch.org) Space Sharing page.
- All other calendar requests will be submitted to the OA (calendar@wildflowerchurch.org) using the room reservation form required by Faith Presbyterian Church. This form is available from a link on the Space Sharing page on the WF website. It is also available as hardcopy in the Wildflower Church office.
 - If the request is a month or more ahead of the event:
 - The OA will check the joint calendar to see if the time and space are available. If they are, she will forward the request to the FaithPC office (FaithChurchAustin@gmail.com) and points of contact in the FaithPC Building & Resources Committee (BARC). If the time and space requested are not available, The OA will communicate this to the person requesting and work with that person to find a time and space that are available.
 - BARC typically meets on the 2nd Sunday of each month (can shift earlier or later by a week depending on holidays & other events), and they prefer to consider all calendar requests at this monthly meeting, if possible. They then make their recommendations for/against approval of the request to the Session, which typically meets on the 3rd Sunday of each month (same caveat applies for holidays etc).
 - If the request occurs when there isn't time for routine BARC/Session approval, The OA will check the joint calendar for availability and forward the request to [FaithPC office](#) and BARC contacts, asking for expedited approval.

RELATED NOTES:

- The joint Faith/Wildflower calendar will be accessible with links from both churches' websites.
- These instructions and the room reservation form will be available to Wildflower members on the Wildflower website.
- A very limited number of people will have permission to edit the calendar (add, change, or delete entries); however, it is important that at least two people receive the calendar requests and have the authority and capability to follow the procedures above.
- All calendar entries will be approved either in writing (email) or verbally by BARC/Session.
- Reservations are made on a first come/first served basis, although exceptions to this will be made in the case of memorial services and/or special religious holiday services.

GENERAL RESTRICTIONS:

- No food or beverages are permitted in the sanctuary at any time.
- Due to proximity to Travis HS, occasional homeless visitors, and weekly use of FaithPC facilities by Narcotics Anonymous and other support groups, FaithPC does not allow alcoholic beverages or smoking anywhere on FaithPC property. This includes at receptions, showers, and any other kinds of events.
- Also, because of its non-profit church status, FaithPC does not rent space to businesses (including independent musical groups), but only for use by non-profit organizations.
- Events by non-members of FaithPC and WF are subject to donations for utilities usage and cleaning fees. (see Facilities Request Form for requested donation amount). Members of FPC and WF are exempt from the utilities donation, but may be requested to pay cleaning fees depending on the event (normally \$50).
- If there's any question about FaithPC policies, please ask and we'll see what we can do to help (phone 512-444-1314 or email to FaithChurchAustin@gmail.com).