

# Room Usage Policy

It is the goal of the Rock Church facilities department to provide all Ministries with a comfortable, clean, welcoming environment. We ask that please read the following carefully to ensure your meeting or event is smooth and successful.

## ***Reserving Rooms***

1. All rooms are on a first come first serve basis. However, church wide events and other special events take priority. No rooms are guaranteed.
2. All events hosted at the Ruffin Road facility reflect The Rock Church. It is expected your meeting will be tasteful, uphold high Christian standards, and the mission of The Rock Church; To Save, Equip, and Send Out Soul Winners for Jesus Christ.
3. Rock facilities are not responsible for booking a room that does not fit your needs. Prior to requesting a room, please do a thorough walk through the room to ensure the accommodations suite your needs. All rooms come as is, please plan accordingly.
4. All reservation requests must be submitted at least two weeks in advance through the Promotion/Room request website.  
<http://www.therocksandiego.org/promotionrequest>.
5. All room reservation will be made through your ministry administrator.  
(Example: All Rock U classes will be booked by the Rock U Administrator.)
6. The Rock Church reserves the right to cancel your reservation at any time. Every effort is made to honor your reservation though circumstances may require cancellation.
7. The facilities manager must immediately be made aware of a cancellation. However, the facilities manager is not responsible to let the event participants and attendees know about the cancelled event.
8. Changes to the areas on the weekends are limited due to the Saturday evening service. We ask that no major changes be made before, during, or after your event.

## ***Setup***

1. The facilities department will provide tables, chairs and extension cords for your meeting. However, it is the responsibility of each Ministry to provide all other items. The facilities department is here to serve; however, having to hunt for things 10 minutes before your event is not desirable, please come prepared.

2. Each Ministry is responsible to provide the necessary volunteers to do the set-up, breakdown, and initial clean up for your meeting or event. (Chairs will be placed on rollers for your convenience.)
3. There is limited storage space at Ruffin Road. Most items will need to be brought in the day of each meeting. You must coordinate access and times with Facilities.
4. Candles may be used; however, you must use a protective and flame-retardant covering under each one.
5. We will not be able to facilitate the removal of chairs or any major changes to the 'Sunday Service' configuration.
6. All children accompanying you during your event must be supervised at all times. Please see child care requirements, as per John Jackson. (Will this be attached?)
7. All activities must be conducted inside the buildings. No outside events are permitted at the Ruffin Road location.

### **Tear down and Cleanup**

1. It is expected that each Ministry leave the room the way it was before departing. Leaving the room in disarray or not the way it was when you arrived will cause the loose of room usage privileges.
2. For weekend events, due to our Saturday evening service, it is imperative that all areas be cleaned up by 2 PM.
3. It is recommended you have teams of people assigned various cleanup responsibilities. This enables the cleanup process to go much quicker. As the old saying goes, many hands make light work.
4. It is imperative that all the doors are closed when you leave your event. Additionally, in the event that you are the last one out, please be prepared to set the alarm or notify facilities that you are leaving.