

## **NRCC Facility Reservation and Usage Guideline**

### **How to Reserve Space**

Please visit our church website at [northraleighcommunitychurch.org](http://northraleighcommunitychurch.org).

Then, click **Events & News > Planning Events & Meetings**.

Please follow the instructions to check the space availability on the Facility calendar, and submit the Reserve Space request form.

### **Recurrent Reservations**

Recurring reservations will be posted on the calendar for six months maximum. It is the responsibility of the reserving group to renew their facility request at the end of six months.

### **Reservation Conflicts**

All reservations have a contact person associated with them. If your reservation has ramifications for another reservation, the reservation party is responsible for communicating and coordinating with the other party.

### **Overriding a Reservation**

Facility reservations are made on a first-come, first-served basis. Although it is unlikely possibility, NRCC reserves the right to cancel or modify a reservation to accommodate church needs.

### **Friday and Saturday Reservations**

If your reservation fall on a Friday or Saturday, it is possible that your event may impede the weekly cleaning of the facility which occurs on either Friday or Saturday. If your event occurs during the weekly cleaning or after the weekly cleaning (and prior to Sunday services), you are responsible to clean the area used to include vacuuming and taking the trash to the outside bins. If you care to coordinate with our cleaning service provider prior to your event, please contact Pearl Franko at (H) 266-1764 or (M) 946-2726.

### **General Guidelines**

- If your event involves food, please wipe serving tables, clean and vacuum serving areas, and take the trash to the outside bins.
- If your event uses the kitchen, please clean the kitchen when you are finished.
- If you move any furniture, please return the furniture to its original location.
- Please tidy and/or vacuum as necessary before leaving.
- Please turn out all lights before leaving.
- Please turn off or adjust temperature on all thermostats before leaving.
- Please lock facility before leaving.

If you notice or create any repair or maintenance issues, please report them to the facility manager, Mike Carter at [mikecarter@nc.rr.com](mailto:mikecarter@nc.rr.com) or (H) 919-848-6156.