

Student Ministries and Activity Center Scheduling Guidelines

The Student Ministries and Activity Center was created primarily for Student Ministries use and as a result, adherence to the following policy (in addition to other Grace Brethren Church facility policies) is necessary for effective use of the space:

Scheduling Priority

- Student Ministries events
- “Connection” and fellowship opportunities for seniors and others
- Large-group Events
- Recreation Ministries

General Guidelines

- Current scheduling system (Logos Scheduler) will be used.
- Director of Operations obtains approval from Student Ministries for any submitted request (all non-church requests must also have administrative team approval at the bi-weekly administrative team meeting).
- Programming requires **exclusive use** during the following weekly time periods:
 - Monday – Friday from 9:00am – 12:00pm (Senior’s Ministry)
 - Wednesdays from 12:00pm-10:00pm (Student Ministries)
 - Thursdays from 12:00pm-10:00pm (Four14)
 - Sundays from 8:00am – 10:00pm (Student Ministries)

When speaking of the Student Ministry and Activity Center there are two areas available for request. The following are guidelines to be adhered to when requesting either of the following two spaces:

Student Worship Center

- The Student Worship Center will only be scheduled upon approval from Student Ministries (*Submitting a written plan for use with room request is needed to grant approval*).
- The final decision for the scheduling of an event in the Student Worship Center, if not immediately granted, may be guaranteed 30 days prior to the event.
- Audio/Visual/Lighting equipment may be operated *only by trained personnel* and must be scheduled with the Technical Director if needed for any event.
- Use of the stage will not be permitted, unless approved by Student Ministries.

Student Ministries Café

The Student Ministry Café area is designed to be a place for fellowship and connection. The original intent and vision for this space was for it to become an “open place to stop,” as patterned after a coffee shop. **The Student Ministries Café is defined as the kitchen serving area & seating in the first floor carpeted area.** The following regulations must be followed:

- The Student Ministry Café will only be scheduled upon approval from Student Ministries (*Submitting a plan for use with room request is needed to grant approval*).
- The final decision for the scheduling of an event in the Student Ministry Café, if not immediately granted, may be guaranteed 30 days prior to the event
- Use of the Café kitchen/serving area & equipment must adhere to the Student Ministry Café policy (available in the Student Ministries office or online).
- Use of the Gaming Stations in the mezzanine must adhere to the Student Ministry Gaming Station Policy (available in the Student Ministries office or online).
- Because furnishings in the lobby are not designed to be portable, they **may not be moved**.
- Large event exclusive usage will only be granted upon Student Ministry Approval.

Large Group Events Exceptions

- Because of the advanced planning required for wedding receptions, it is understood that approval to use the Student Ministries and Activity Center can be requested and granted *90 days* in advance of the requested date and in keeping with the above guidelines.
- Because of the advanced planning required for Women’s Day Away and Fall Fun Fest, it is understood that approval to use the Student Ministries and Activity Center can be requested and granted *a year* in advance of the requested date and in keeping with the above guidelines.