

**Community Church of New York  
Space Booking Policy and Reservation Form**

The church staff wants to make sure that all requests for space are honored as efficiently as possible. In order to minimize errors and ensure that every group has access to space, the following policy should be followed:

All groups and committees should submit annual meeting and event dates to the Church Council by the May meeting. The Church Council will finalize dates at the June meeting. After June, changes and additions will be submitted to the Facilities Coordinator and cc'd to the Administrator. The Facilities Coordinator and the Administrator will adjust the calendar whenever possible.

Groups are urged to work out scheduling conflicts between themselves or with the office. However, conflicts that cannot be facilitated through the Administrator will be referred to the Church Council for resolution.

When booking space please use the form below or e-mail the Facilities Coordinator (rstrong@ccny.org) **and** the Administrator (glosak@ccny.org) with the required information. In order to provide you with the best service possible, it is very important that all the information requested be included. Incomplete forms may be returned. Forms without contact information cannot be honored.

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Name of Group \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact e-mail \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ # of People \_\_\_\_\_

Is this a recurring event? Y/N If yes, is this a monthly or weekly event? \_\_\_\_\_ other? \_\_\_\_\_

Set-up time required (if none please enter none) \_\_\_\_\_ We plan to vacate the building by \_\_\_\_\_

Room Request 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

*Note: We will do our best to provide you with your first or second choice, but we cannot guarantee the space requested.*

Do you require accessible space? \_\_\_ (please be aware that accessible space is limited and will be granted to the group with the greatest need).

Set up needs (please be specific, Food service, technical equipment, tables and chairs) use back side or additional sheets, if necessary) \_\_\_\_\_

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If you need help completing this form, please call the office: 212-683-4988