

Reserving Space for Your Event, Meeting, Class or Bible Study at Lakeway Church

The growth of the Lakeway Church is exciting and fun, but as our Church grows and more activities are taking place on the campus, we all need to work together and plan farther ahead for use of the Church facilities.

In any given month over 200 meetings, Bible studies, classes and events take place at The Lakeway Church.

Following, are detailed instructions for scheduling classrooms, the Fellowship Hall and Sanctuary. For all other activities on the Church Campus, please follow instructions for Fellowship Hall and Sanctuary.

Room reservations are on a first-come-first-served basis.

All Ministry Teams, Committees, Classes and Bible Studies need to plan 4-12 months ahead when they will need meeting space and submit one of the following reservation forms to the Church Secretary judy@lakewaychurch.net as soon as their plan is ready. Fall semester by the end of June and Spring Semester by the end of September or as early as possible, to assure that the space you need is available for your class, meeting or event.

You may not have all the information when you schedule the date, but send in as much information as possible so we can reserve the room(s) and date(s) for you. *This is your event and your responsibility to follow-up by submitting the remaining requested information.* By using the following forms, you will have a record of your event, save you time and the time of the church staff.

If you have any questions, please contact Church Secretary
Judy Teague, at 512-261-6331 or judy@lakewaychurch.net.

Please confirm with the Church Secretary that she has received your reservation form.

Thank you in advance for providing the following information when scheduling a class, meeting or event at The Lakeway Church.

Working together to spread the love of God in our community!

PROCEDURE FOR RESERVING SPACE

The Lakeway Church

CLASSROOMS

*When reserving classrooms, please email judy@lakewaychurch.net a minimum of **10 days** prior to your meeting with the following information:*

Name of Group/Bible Study, Ministry Team, Class: _____

Sponsoring Group: (Example Men's Ministry) _____

Date of Meeting, Class, Bible Study: _____ Date Submitted to Church _____

If this is a recurring class or meeting, Start Date: _____ End Date: _____

Sequence — Monthly: _____ (Example: Second Tuesday of each month)

Weekly: _____ (Example: Every Monday)

Dates not having class, like **holidays** that fall within your range of dates. _____

Start Time: _____ (example 9:00am) Stop Time _____ (example 10:30am)

Size of Class: _____ How many people expected, helps us determine which room fits your needs.

CONTACT INFORMATION:

Class/Group Leader(s) Name _____

Class/Group Leader(s) Phone _____

Childcare Needed (Please check box) Nursery Only Birth—5th Grade

Please contact Claire Hinojo regarding childcare needs two months in advance chinojo@lakewaychurch.net

Set-up: Please plan to arrive early enough to set up your classroom. Since the rooms are used by many groups back-to-back throughout the week, you as the leader, will be responsible for setting up your particular class the way you want it.

All classrooms come equipped with tables, chairs, white board, flat screen TV with DVD players that are compatible with most laptops that have an HDMI port.

Room 208 does not have tables, but has all other equipment.

(Please check your personal equipment prior to your class to make sure your laptop is compatible with the DVD player)

PROCEDURE FOR RESERVING SPACE at Lakeway Church

FELLOWSHIP HALL, CHAPEL or SANCTUARY (please circle)

Fellowship Hall for groups up to 200 - Chapel for groups under 250 - Sanctuary for groups over 250

When reserving the Fellowship Hall, Chapel or Sanctuary, please email judy@lakewaychurch.net a minimum of **2 months** prior to your event with the following information:

Space reservations are on a first-come-first-served basis!

Name of Group/Bible Study, Ministry Team, Class: _____

Sponsoring Group: (Example Men's Ministry) _____

Date of Event, Class, Bible Study: _____ Date Submitted to Church _____

If this is a recurring class or meeting, Start Date: _____ End Date: _____

Sequence — Monthly: _____ (Example: Second Tuesday of each month)

Weekly: _____ (Example: Every Monday)

Dates not having class, like **holidays** that fall within your range of dates. _____

Start Time: _____ (example 9:00am) Stop Time _____ (example 10:30am)

Size of Event: _____ How many people expected?

CONTACT INFORMATION:

Class/Group Leader(s) Name _____

Class/Group Leader(s) Phone _____

Preparation Time: _____ Clean-up Time: _____

Set-up: Please fill out a **Work Order Form** located in Church Office under Maintenance mailbox). Please put all pertinent information on form and room diagram on the back, so we will have the room laid out to your specifications. Submit the form to the Church Secretary 2-weeks before event

If set-up is large and complicated, you may need extra volunteers from your team to help.

Audio Visual Equipment and Technician : Will you need mic(s) for speaker(s) Yes No

Will you be showing a DVD or slide show? Yes No

Will you need background music? Yes No Will you have live music? Yes NO

(See Audio Visual Production Request form information on last page)

Kitchen Use: Will you be serving food or beverages? Yes No (See Church Kitchen Usage on last page)

Childcare Needed? (Please check box) Nursery Only Birth—5th Grade

Please contact Claire Hinojo regarding childcare needs two months in advance chinojo@lakewaychurch.net

Church Kitchen Usage

The Kitchen at The Lakeway Church is available for church members to use for church sponsored events, requiring food or beverages. It is the responsibility of the Leader in charge of the event to make sure all equipment, and tableware is clean and returned to its proper place in the kitchen and all counters are cleaned at the end of the event. Please do not leave items to dry in the dish drainer. ***No items from the Church Kitchen may leave the church. We do not loan out tables, chairs, tablecloths, flower arrangements or any other items owned by the church.***

Tablecloths: We strongly encourage groups serving food to purchase and use disposable tablecloths. Many groups use the kitchen and Fellowship Hall back to back. If you do use the church tablecloths, you will be responsible for **washing, drying, folding and returning the tablecloths to their proper cabinet in the kitchen *the same day/night of your event.***

The church provides a washer and dryer, spot remover, detergent and dryer sheets.

Church tablecloths cannot be taken from the premises.

Advertising your event—Media Request Form

Please complete the form below detailing your request and we will respond as soon as possible. Please note, all requests must have the approval of a staff representative before submitting.

ALLOW 2-3 WEEKS FOR COMPLETION. Thank you!

<https://avrequestform.formstack.com/forms/tlcmidiarequestform>

Audio Visual Production Request Form

Please fill out the following form in order to request production (sound, lights, pro-presenter, etc.) for an event. We will follow up with you within two business days after you have submitted this form. We would greatly appreciate this form being filled out 4 weeks before your event in order that we might have adequate time to schedule the proper personnel.

<https://avrequestform.formstack.com/forms/avrequestform>