

# Assigning Rooms

In an effort to ease confusion surrounding room assignments for individuals and groups requesting space at West Side United Methodist Church, The Board of Trustees have established guidelines for assigning of rooms.

When space requests are made, please feel free to ask for a specific room. However, please understand that you may not be given the room you requested as we have many groups requesting rooms for meetings and classes. So in an effort to accommodate as many requests as possible and use the available rooms as best we can, the Board of Trustees has established these guidelines to assist those making room assignments.

We will attempt to assign 'Long Term' groups to the same room on a more permanent basis. These will be followed by 'Short Term', 'Monthly' and 'Bi-Monthly or Less' groups. Please see group definitions in priority listing on next page.

## **The following information is needed to make room assignments:**

- **Name of group** \_\_\_\_\_
  - **Is this a; for profit or non-profit group** \_\_\_\_\_  
(WSUMC groups go to next line)
  - **Name and phone number for contact person** \_\_\_\_\_  
(*You must keep this current*)
  - **How many are in your group** \_\_\_\_\_
  - **If children will accompany your group, age appropriate childcare must be provided. (If there are questions about age of childcare providers please contact the Board of Trustees.)**
  - **How often will you meet** \_\_\_\_\_
  - **What time will you be meeting** \_\_\_\_\_
  - **How long are your meetings** \_\_\_\_\_
  - **What is the duration of your meeting schedule** \_\_\_\_\_  
(*Number of days, weeks, months or on going?*)
  - **How are you going to use the room** \_\_\_\_\_
  - **Do you have special room requirements? Chairs, tables, whiteboard, TV?** \_\_\_\_\_
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West Side United Methodist Church will re-evaluate all room assignments each summer between mid June and mid July, groups will be notified in writing of room assignments for the following year.

The Board of Trustees asks for your understanding as we move forward with this new procedure. Please feel free to contact the Board of Trustees with questions, by writing your questions down and putting them in the Trustees box outside room 208. We will attempt to answer all questions in a timely manner.

**Thank you for your patience, WSUMC Board of Trustees**

# Priority for Assigning Rooms

- 1) Long Term Groups (such as Disciple, Companions In Christ, etc.)
- 2) Short Term Groups (such as, studies or classes that meet consecutive weeks)
- 3) Monthly Meetings (such as, standing committees)
- 4) Bi-monthly or Less (such as, Church Council & Lay Leadership)  
(This also includes one time type meetings)

## NOTES:

- 1) Church functions take priority over Group or Community functions –  
Groups must understand that the room they are assigned may be changed on short notice if they are need for another function by the church.
- 2) Youth programs and their activities will have priority over other groups assigned to the Youth Lounge.
- 3) WSUMC will re-evaluate all room assignments each summer between mid June and mid July. Each group will be notified in writing of room assignments. Of course not all requests will be made in the summer as these things are dynamic and often change. So please be understanding of any room changes you may be requested to make. We will attempt to leave groups in one location but we may need to re-assign you to another room in order to make better use of the church facilities for all groups.
- 4) Information we need to make room assignments
  - Name of group
  - Is this a, for profit or non-profit group
  - Name and phone number for contact person (*you must keep this current*)
  - How many are in your group
  - If children will accompany your group, age appropriate childcare must be provided. (If there are questions about age of childcare provider please contact the Board of Trustees.)
  - How often will you meet
  - What time will you be meeting
  - How long are your meetings
  - What is the duration of your meeting schedule
  - How are you going to use the room
  - Do you need tables & chairs or chairs only

## Estimates of Room Capacities for Meetings

#	Room #	Notes on Room Type	# Of People W/Tables	# Of People WO/Tables
1	210	Toddler Room	NA	NA
2	208	Adult Furniture (Temporarily not available)	10-20	20-25
3	202	Adult Chairs Only (Choir Room, Would need to move tables in as needed)	12-15	25+
4	200	Lounge	15-18	20-45
5	201	Nursery	NA	NA
5	104-06	Adult Furniture	12-18	20
6	105	Adult Furniture (Counting Room)	8	12
7	108-10	Co-Op, Evenings Only (Small Furniture, Will need to move Adult Chairs in as needed)	NA	10 – 12
8	107	Co-Op, Evenings Only (Small Furniture, Will need to move Adult Chairs in as needed)	NA	10 - 12
9	112	Computer Room (Last Room Given Out, Adult Church Groups Only)	NA	10
10	114	Library	6 – 7	10 – 12
11	111	Small Furniture (Small Furniture, Will need to move Adult Chairs in as needed)	NA	10 – 12
12	116	<b>**Youth Lounge**</b>	8	10 – 15
13	Weiss Hall (Social Hall)	Has Kitchen Access	125+-	175 +
14	207	Adult Furniture (Temporary, Church Office)	12	18

**\*\*Youth programs and activities will have priority over groups assigned to the Youth Lounge\*\***