



# 曉士頓西區中國教會

## WEST HOUSTON CHINESE CHURCH

### Facility Reservation Guideline (For trial)

2017-05

**Reservation:** Please visit [www.whcchome.org](http://www.whcchome.org) to submit the request. We would like all members to use online reservations instead of phone calls or emails. Our office staff will respond to your query ASAP via email confirmation.

**Availability for use:** Church office staff will make reservations based on the church's needs, and we will do our best to meet your request(s), however, there is no guarantee that you will have the room you requested for. The room availability will depend on the reservation status at the time. Church office staff reserve the right to reassign your group to a different room if needed. *The church office cannot accept any room reservation requests from 2:00 pm on Friday until the following Monday.* Please check the weekend room reservation report on our website or on the bulletin board by the library to find a vacant room should you need a room during the time motioned above.

**Hours of Use:** The Reservation Schedule will be posted on the wall outside the room. Please use the room within your reserved time, allow time for clean-up and vacate the room promptly. In the event of double booking, *please refer to the printed schedule post on the wall outside the room.* Should this situation arise, we will make every attempt to try to find you an alternate room within our facility.

**Food and Beverages:** Food and beverages are allowed in the rooms WITHOUT carpet; however, we kindly ask that you could organize the room after meeting, please:

- Clean up after use, including catering items.
- Wipe table with a damp rag when necessary.
- Erase the white board.
- Return tables and chairs to the standard setup arrangement after use.
- Put all trash in the garbage (*take all the trash to the dumpster outside the church by the playground if you reserve the room after 6 p.m.*)
- Turn the lights off.

**Booth Area :** Our Church has several areas can be used for event registration and promotion booth set up. Should your ministry need to use any of those areas, pre-approval and assignment from church office are required.

**Reservation Cancellation:** The maximal booking period for the reoccurring activity is three months, additional reservation requests are needed should you need to extend the reservation. Please notify the office at [secretary@whcchome.org](mailto:secretary@whcchome.org) ASAP if you need to make a date or time change or cancel the reservation(s). Failure to notify the office staff at [secretary@whcchome.org](mailto:secretary@whcchome.org) may prevent your group from future use.

Thank you for your understanding and cooperation!