

PURPOSE CHURCH



FACILITIES RESOURCE MANUAL

2024



586 N. Main Street
Pomona, CA 91768
(909) 629-5277

www.purposechurch.com



CONTENTS

Facility Request Form	4
Planning Center Calendar	4
Events	5
Rooms	5
Resources	6
Booking Times	7
Drawing Reference	7
Security	8
Event Requirements	9
Prior to the Event	10
Clean Up	11
Event Support	11
Care of Facilities	12
Musical & Technical Staffing	13
Annual Event Renewal	14
Buildings, Rooms & Resources	15
A Building	16
A100	17
B Building	18
B102 Main Room	19
C Building	20
C100 Chapel	21
C101 Meeting Room	22
C102 Prayer Room	23
C104 Music Suite	24
C105 Rehearsal Room	25
C106 Worship Center	26
C110 Family Room	27
D Building	28
E Building	29
E200 & E201	30
E202	31
E303-E305	32
E300-E310	33
F Building First Floor	34
F Building Second Floor	35
G Building	36
G100	37
G102	38
G001 Basement	39
G002 Basement	40
H Building	41
H100	42
H102 Kitchen	43
H103	44
H104	45
H106	46
H107	47
H108	48
Campus Map	49

FACILITY REQUEST FORM

To submit a Facility Request, scan the QR code below, or go to www.purposechurch.com/admin and click on the Facility Request Form. Once completed, responses to facility requests will be sent via email. Response times will vary based upon the nature of the request. Please allow 2-7 days for a response determining the approval status of your request.

STAFF RESOURCES

Request Forms

Facility Request Form

Facility Update/Change Form

Lobby Request Form

Custodial Request Form

Maintenance Request Form

Graphic Request Form

Webpage Request Form

PLANNING CENTER CALENDAR

To log in, scan the QR code below or go to calendar.planningcenteronline.com/events. To sign up for an account, contact the Facilities Coordinator.

Use the Planning Center Calendar to view all events, rooms, and resources available on our campus. Utilizing the calendar is vital to ensuring a smooth booking process for your event.



Facility Request Form



Planning Center Calendar

EVENTS

The “Events” tab is where you will find the full view of the facilities calendar. On this page, you can navigate to any month and view every event that is happening on our campus. All events are named by room/area, then event title (i.e. “H108 Rooted”).

calendar

EventsRoomsResourcesPeople

CalendarFormsApprovals

Church CenterNew event

Filter

Add text filter

< Today >

July 2023

Public times only

Month

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
Terrace Sunday Worsh... 7am	PURPOSE KID'S CAMP B... 8am	PURPOSE KID'S CAMP B... 8am	PURPOSE KID'S CAMP B... 8am	PURPOSE KID'S CAMP B... 8am	PURPOSE KID'S CAMP B... 8am	A Parking Farmers Mar... 9am
C109 Nursery Sund... 8:30am	F201 God's Pantry Cul... 8am	F201 God's Pantry Cul... 8am	F201 God's Pantry Cul... 8am	F201 God's Pantry Cul... 8am	F201 God's Pantry Cul... 8am	
C106 Worship 8:30am	C Bldg Purpose Kids C... 9am	C Bldg Purpose Kids C... 9am	C Bldg Purpose Kids C... 9am	C Bldg Purpose Kids C... 9am	C Bldg Purpose Kids C... 9am	
B100, B101, B102 Purp... 9am	Commons Purpose Ki... 9am	Commons Purpose Ki... 9am	Commons Purpose Ki... 9am	Commons Purpose Ki... 9am	Commons Purpose Ki... 9am	
C100 Duets 10am	E Bldg Purpose Kids C... 9am	E Bldg Purpose Kids C... 9am	E Bldg Purpose Kids C... 9am	E Bldg Purpose Kids C... 9am	E Bldg Purpose Kids C... 9am	
C101 Fusion 10am	E/F Parking Purpose Ki... 9am	E/F Parking Purpose Ki... 9am	E/F Parking Purpose Ki... 9am	E/F Parking Purpose Ki... 9am	E/F Parking Purpose Ki... 9am	
C104 LAF/Mariners 10am	F Bldg Purpose Kids C... 9am	F Bldg Purpose Kids C... 9am	F Bldg Purpose Kids C... 9am	F Bldg Purpose Kids C... 9am	F Bldg Purpose Kids C... 9am	
E202 CoEds 10am	F/G Lawn Purpose Kid... 9am	F/G Lawn Purpose Kid... 9am	F/G Lawn Purpose Kid... 9am	F/G Lawn Purpose Kid... 9am	F/G Lawn Purpose Kid... 9am	
G100 Homebuilders 10am	H Bldg Purpose Kids C... 9am	H Bldg Purpose Kids C... 9am	H Bldg Purpose Kids C... 9am	H Bldg Purpose Kids C... 9am	H Bldg Purpose Kids C... 9am	
G102 Students of the... 10am	Playground Purpose Ki... 9am	Playground Purpose Ki... 9am	Playground Purpose Ki... 9am	Playground Purpose Ki... 9am	Playground Purpose Ki... 9am	
H100 Route 66 10am	Terrace Purpose Kids ... 9am	Terrace Purpose Kids ... 9am	Terrace Purpose Kids ... 9am	Terrace Purpose Kids ... 9am	Terrace Purpose Kids ... 9am	
H104 Coram Deo 10am						
H107 Oasis 10am						
E200 & 201 JHM Sun... 10am						
E303 Purpose Kids 4... 10am						
F/G Lawn, F100-106, ... 10am						
H108 Rooted 10am						
C100 Catalyst 11:30am						

ROOMS

The “Rooms” tab is where you can view an inventory of every room available for use. All rooms are sorted in folders by building and floor (i.e. if you are searching for C100: C Building Worship Center > 1st Floor > C100). Each room has its capacity listed in the title.

calendar

EventsRoomsResourcesPeople

Rooms

Run reportNew...

July 2023

< . >

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

July 7, 2023

F201 God's Pantry Culinary Program

7am - 4:30pm

Every weekday

C101 Bone Builders

7:30 - 11:30am

Every Wednesday and Friday

H100 & H103 Scott Memorial

92 total rooms

A Building (International/Community Center)

B Building (HSM, Purpose En Español)

C Building (Worship Center)

D Building (Admin)

E Building (JHM, 4th & 5th, EC)

F Building (PK, Event Center)

G Building (New Community Academy)

H Building (Adult Center)

J Building (Community Resource Center)

Outside Areas

Parking Lots

11 folders

RESOURCES

The “Resources” tab is where you can find a detailed inventory of every resource available for events. This includes resources for individual rooms (tables, chairs, etc.), as well as communal resources such as ice chests and BBQ grills. All resources are sorted alphabetically into folders. This list is extremely helpful in the event that you would like to use a certain room for something, but you are not sure if it has the adequate amount of tables and chairs that you will need. Here you can easily find that out. This will help you avoid having to resubmit a facility request later on down the line because you unknowingly requested a room that does not have the resources that you need.

The screenshot shows the 'Resources' tab in a calendar application. The top navigation bar includes 'calendar', 'Events', 'Rooms', 'Resources' (highlighted with a yellow circle), and 'People'. Below the navigation bar, there's a 'Resources' header with buttons for 'Run report', a share icon, and a 'New...' button. On the left, a calendar for July 2023 is displayed, with the 7th highlighted. Below the calendar, two events are listed: 'C101 Bone Builders' (7:30 - 11:30am, Every Wednesday and Friday) and 'H100 & H103 Scott Memorial Reception' (2 - 10pm). The main area shows '193 total resources' and a list of resource categories: A Building (International/Community Center), Air Compressor, B Building (HSM, Purpose En Español), BBQ Grills, C Building (Worship Center), Coffee Pots, Cones, D Building (Admin), Delineators, E Building (JHM, 4th/5th, EC), Easels, and Easter.

When you are viewing a resource, you can also see the quantity of the item, as well as where it is stored (or it's “home location”).

The screenshot shows the detail page for a resource named 'Cones Small'. The top navigation bar is the same as the previous screenshot, with 'Resources' highlighted. Below the navigation bar, there's a breadcrumb trail: 'Resources > Cones'. The resource name 'Cones Small' is displayed with a red icon. Below the name, two fields are highlighted with yellow circles: 'Quantity: 100' and 'Home location: B Garage & Bus Barn'. To the right, there's a 'Last used' field showing 'B Visitor Parking Summer Camp Check In (B Visitor Parking)'. Below the resource name, there are buttons for 'Delete', 'Run report', and a share icon. The main area is divided into three sections: 'Description' (with a text input field), 'Details' (with fields for 'Expiration date' and 'Serial number'), and 'Approval groups' (with a dropdown menu showing 'Facilities' and an 'Add approval group' button). Below the 'Details' section, there's a 'Questions' section with a message 'You have no questions for this resource.' and buttons for 'Add question...' and 'Add section...'.

BOOKING TIMES

Rooms reserved on campus are not available 24 hours a day. Please refer to the times below and schedule your events accordingly. There will be a 30-minute grace period for everyone to clear out after the listed time. Thirty minutes after that, everyone will be asked to leave the campus. This is for campus safety and to ensure the custodians have time to lock up before the campus closes.

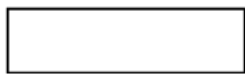
Monday - Friday 8am - 9pm
Saturday & Sunday 8am - 8pm

DRAWING REFERENCE

- Please use the following format to draw or create your setup diagrams. If you would like a setup diagram to be created for you, the Facilities Coordinator can do so upon request.
- Draw the appropriate shape representing tables and chairs.
- Be sure to indicate table size by including the length inside the tables shapes.

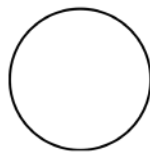
Rectangle Tables

4' 6' 8'

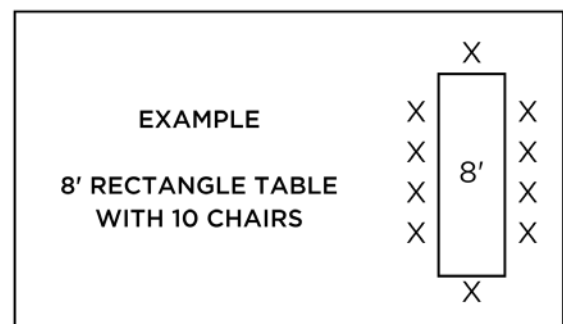


Round Table

4' 5'



Chair



SECURITY

Liability and a commitment to the safety of everyone on our campus requires that we provide an appropriate level of security. Security will be scheduled 30 minutes before the start of your event by default. If security is needed earlier than 30 minutes, that can be arranged upon request. In addition to security at our regularly scheduled services, we require security according to the following guidelines:

- Any event or program where money is exchanged through collection of admissions
- Any outside group event
- Any event being held in the Worship Center (C building)
- Any event involving minors (under 18 years old)
- Memorials (scheduled outside of church office hours)
- Women's ministry events (scheduled outside of church office hours)

You may request security for any event by selecting the "Security" option on the facility request form.

Are you requesting any of these for your event? Check all that apply*

This field is required

Type to search...

None of these

In-Room A/V Equipment

Security

Childcare

EVENT REQUIREMENTS

Our campus is busy and thus, it is rarely completely empty. Our custodial crew works seven days a week to prepare the facilities for all ministries. In order to serve you and your ministry, all rooms must be booked via the facility request form at least two weeks prior to the event. The completed form must provide:

- **The desired room setup. If no specific setup is needed, answer “AS IS”**
- **All resources needed must be requested in addition to rooms (coffee pots, ice chests, 5 gallon water jugs, etc.)**
- **Detailed times: Setup, Event, and Teardown**

BOOK EARLY

Recurring Events or Groups - please submit a minimum of 2 weeks prior to the first requested event date.

Special Events - please submit a minimum of 6-8 weeks prior to the requested event date.

Events will not be approved if scheduled during a blackout date. Responses to event requests will be sent via email. Response times will vary based upon the nature of the request. Please allow 2-7 days for a response determining the approval status of your request.

CHECK AVAILABILITY

View the Facilities Calendar in the “Events” tab on the Planning Center Calendar.

When you are checking availability, please take a close look at what other events are scheduled during (and around) your event time. To make things run as smoothly as possible, you will want to note whether an event already taking place (i.e. HSM Program) might affect your parking, or if other events are using resources (i.e. pop-up tents) that you may want to use as well. Talk to other departments if you have questions or concerns regarding how their event may impact yours.

Facilities that require confirmation from an additional staff person (other than the Facilities Coordinator) before the event can have final approval are:

- **B102 Main Room - Production Director**
- **C106 Main Worship Center - Production Director**
- **Nursery - Nursery Director**
- **Playground - Nursery Director**
- **F200 Event Center - Production Director**
- **Outside Events - Operations Team**
- **Parking Lots - Security Director**

CANCELLATIONS

Any cancellations, will need to be communicated within 48 hours of the event. This is necessary for the Facilities Coordinator and the Custodial Crew to update their records and ensure the room is not set up or unlocked. This reduces security risks and saves staff time. Please fill out the “Facility Update/Change” form on purposechurch.com/admin to communicate any cancellations.

EVENT CHANGES

Edits to an event, including changing a room or changing the date/time of an event will cause the event to be re-submitted, and will go through the same approval process as a new event. To submit any changes or updates to an existing facility request, simply fill out the “Facility Update/Change” form, on purposechurch.com/admin. Any updates, and/or changes to your initial request will need to be communicated within 5 days of your event. An updated facility request will be sent to you, via email, once your changes have been approved.

PRIOR TO THE EVENT

Upon arrival, call the custodial phone (909-868-8644) for the room to be unlocked

Rooms will be set up according to your completed request form with the tables and chairs (and additional items such as coffee pots, whiteboards, etc.).

Please keep the following aspects in mind when you are planning your event:

SETUP

If the room is set up differently than you expected, please feel free to rearrange as needed. If this is a recurring event, communicate with the Facilities Maintenance & Custodial Manager to ensure your desired setup is corrected for future dates.

MISSING ITEMS

If you requested an item and it is not in your room, please call the custodial phone (909-868-8644). Please note that items (coffee pots, ice chests, water jugs, etc.) needed for your event that were not requested on the Facility Request may not be available.

SIGNS

Signs promoting your event should be posted using plastic sign holders on doors or walls or A-frame signs whenever possible. Transparent tape ("Scotch Tape") and other forms of tape can damage painted or wooden surfaces and are therefore prohibited. You may use only blue painter's tape to hang signs. Please speak with the Facilities Maintenance & Custodial Manager if you have questions regarding the safest types of tape to use and where to put the signs to avoid damaging church property. If you need assistance creating signage, please speak to the Production Director.

CATERING

If you will be using caterers for your event, you are responsible to confirm you have volunteers or staff on hand to receive them and assist with setup. The Custodial Crew is not responsible for assisting the caterers with unloading, setting up, or reloading anything. Food and all necessary utensils may have to be transported between buildings across campus. Please allow time for this if you have not pre-arranged it.

LARGE EVENTS

If your event requires a large amount of setup time (i.e. wedding or other events with large amounts of decorations), it is recommended to book the room(s) you will be preparing for the day prior to the event. This ensures the room is available for you.

GREETERS/USHERS/ATTENDANTS

All groups meeting on campus need to designate individuals to serve as greeters/ushers/parking lot attendants. This ensures attendees can safely and quickly find your location and that the entrance to the room is monitored.

CLEAN UP

After an event, call the custodial phone (909-868-8644) and wait for the room to be secured

FOOD OR DRINK

No food or drink is to be left in the rooms after use. Please take any excess with you or call the Custodial Crew (909-868-8644) so they can dispose of it for you.

CLEAN

Clean coffee pots, dishes, and/or ice chests and return them to the place you found them.

DAMAGE

If any item was damaged, please notify the Custodial Crew.

TURN OFF

Turn off all lights, A/Cs or heaters, and shut all doors securely behind you.

CALL

Call the Custodial Crew (909-868-8644) when your event concludes and wait for them to come to secure the facility. NEVER LEAVE A ROOM OPEN AND UNATTENDED.

EVENT SUPPORT

CHURCH EVENTS

All Purpose Church ministry events such as Life Groups, Bible studies, staff or board meetings, Student Ministries programs, and other recurring ministry events will take priority for reservations on our Purpose Church facilities. These events are not charged for space rental or utility costs when using church facilities.

OUTSIDE EVENTS

The Board of Trustees has established a policy governing outside events on church property. Please submit a Church Facilities Use Application to the Facilities Coordinator for consideration. If the event is approved by the church, the Facilities Coordinator will assist you with the booking process.

Outside events may require additional custodial staffing, security, technical support, parking lot attendants, and other services. Any additional costs will be passed on to outside event hosts at the cost approved by the Chief of Operations. Note that insurance riders may be required for outside groups.

NURSERY & CHILDCARE REQUESTS

If childcare is needed for your event, please indicate this on the Facility Request Form at the time the event is being booked. Childcare is provided for ages 0-5 years. The Facilities Coordinator will confirm Nursery/Childcare staff availability. Please note, the number of children and the age range are required to book childcare accordingly.

PLAN AHEAD

Any items that you want in the room at the time of the event should be specified on the Facility Request Form when submitted for approval. Check ahead of time to determine whether coffee pots, pans, water, etc., are available in the room(s) you are booking, if required. If you are not sure whether the church has the provisions you need, or those provisions previously housed in that room are no longer available, please contact the Facilities Coordinator for assistance. Please choose your room based on the resources already stocked in that room.

EXTERNAL RESOURCES

Some items are not stored in classrooms and may be used for your event when requested on your Facility Request Form. Check with the Facilities Coordinator to confirm what is available and book these items in advance.

CARE OF FACILITIES

DAMAGE

Please report damage immediately to ensure quick repairs so further damage or injury is prevented. Report damage to the Maintenance Team by scanning the QR code below, or go to purposechurch.com/admin and submit a maintenance request form.

Facilities Request Forms

Facility Request Form
... to book church facilities.

Facility Update/Change Form
... to make an update to your event.

Lobby Request Form
... to book the lobby space.

Custodial Request Form
... to assist with cleaning or moving items.

Maintenance Request Form
... to report anything that needs fixing.

BORROWING CHURCH RESOURCES

The following resources may be requested for use in off-campus events by utilizing the Facility Request Form on purposechurch.com/admin. Please specify the pick-up and return dates and times on your request. The requestee is solely responsible for the transportation and care of borrowed resources. Borrowed resources must be clean, and in full working order when returned to the church.

- Up to (64) metal folding chairs
- Up to (8) 8’ rectangle tables



Maintenance Request Form

MUSICAL & TECHNICAL STAFFING

QUICK GUIDE

1. Does my event require live music?
Yes - Schedule a Meeting with the Executive Worship Producer before booking facilities or planning event.
No - Move to question 2.
2. Does my event take place in the Worship Center, B Building, Event Center or the Community Terrace?
Yes - Schedule a Meeting with the Production Director before booking facilities or planning event.
No - Great! My event does not require music or technical support and it takes place in a "self-serve" space. I can book facilities and start planning!

WORSHIP CENTER, B BUILDING, EVENT CENTER, COMMUNITY TERRACE

The Worship Center, B Building, Event Center and Community Terrace have complex Audio/Video/Lighting systems that require operation by trained and experienced technicians. Any reservation of these rooms must include a meeting with either the Executive Worship Producer or the Production Director. Custodians are not responsible for any stage equipment setup, relocating technical equipment including lights, or any technical duties. These are handled only by trained technical staff. Please note that any screen content for the B Building and the Event Center is the responsibility of the person in charge of the event, not the Production Team.

All other rooms on campus that have A/V systems available are SELF-SERVE. The Production Team has resources to train you on these systems. Please email production@purposechurch.com to set up a training session.

NON-SELF-SERVE ALL CHURCH & MID-SIZE EVENT VENUES*

- Worship Center
- B Building
- Event Center
- Community Terrace

*H100 is a self-serve room unless you are requesting a full band, which would require a technician. Please schedule a meeting with the Executive Worship Producer before proceeding if that is the case for your event.

EXAMPLES OF ALL-CHURCH EVENT WHICH INCLUDES MUSICAL WORSHIP

- Prayer & Worship Night
- Team Night

EXAMPLES OF MID-SIZE CHURCH EVENTS WHICH INCLUDES MUSICAL WORSHIP

- Annual Warrior Event
- Bi-annual Women's Event
- Children's Musical
- Monthly Men's Breakfast
- Women's Tea

EXAMPLES OF MID-SIZE CHURCH EVENTS REQUIRING TECHNICAL STAFF ONLY

- Funerals (unless full band is needed)
- Weddings (unless full band is needed)
- Father-Daughter Dance
- Marriage Event

IF YOUR EVENT INCLUDES MUSICAL WORSHIP

Any event that includes musical worship elements will also REQUIRE technical staff. To make sure events in the Worship Center, B Building, Event Center or Community Terrace are staffed appropriately, **please first meet directly with the Executive Worship Producer** to identify musical & technical needs for your requested event. You are required to give **at least 1 month notice** for complex events, and cancellations must be communicated **at least 5 days in advance**. Paid musical and technical staff are required for these services, to avoid incurring expenses, please cancel on time.

IF YOUR EVENT REQUIRES TECHNICAL STAFF ONLY

To make sure events in the Worship Center, B Building, Event Center or Community Terrace are staffed appropriately, please first meet directly with our Production Director to identify technical needs for your requested event. You are required to give at least 1 month notice for complex events, and cancellations must be communicated at least 5 days in advance. Paid technical staff are required for these services, to avoid incurring expenses, please cancel on time

OUTSIDE EVENTS

Outside events which require Production Team staffing for Audio/Video/Lighting requirements will be charged additional fees based on complexity and duration of requested event to reimburse church expenses.

AFTER THE INITIAL MEETING

1. You will be able to reserve your facilities.
2. Production staff will set up a “Cue Sheet” for the event on Planning Center.
3. Continue to communicate with the Executive Worship Producer or Production Director about your event as changes occur and details solidify.
4. You will also be responsible for:
 - a. Preparing slides for presentation (if needed)
 - b. Securing a laptop for slide presentation (please note, there is currently no laptop connection on the Community Terrace)
 - c. Securing a volunteer to run the slide presentation
 - d. Filling out Planning Center “Cue Sheet” as needed

ANNUAL EVENT RENEWAL

Recurring events may only be booked for a maximum of one year at a time. All recurring events such as Sunday Classes, weekly ministry programs & services, groups, or any event that recurs on a regular basis, **must be renewed annually**. You will receive reminder notifications from the Facilities Coordinator to renew the events that you oversee for the upcoming year, beginning in October.

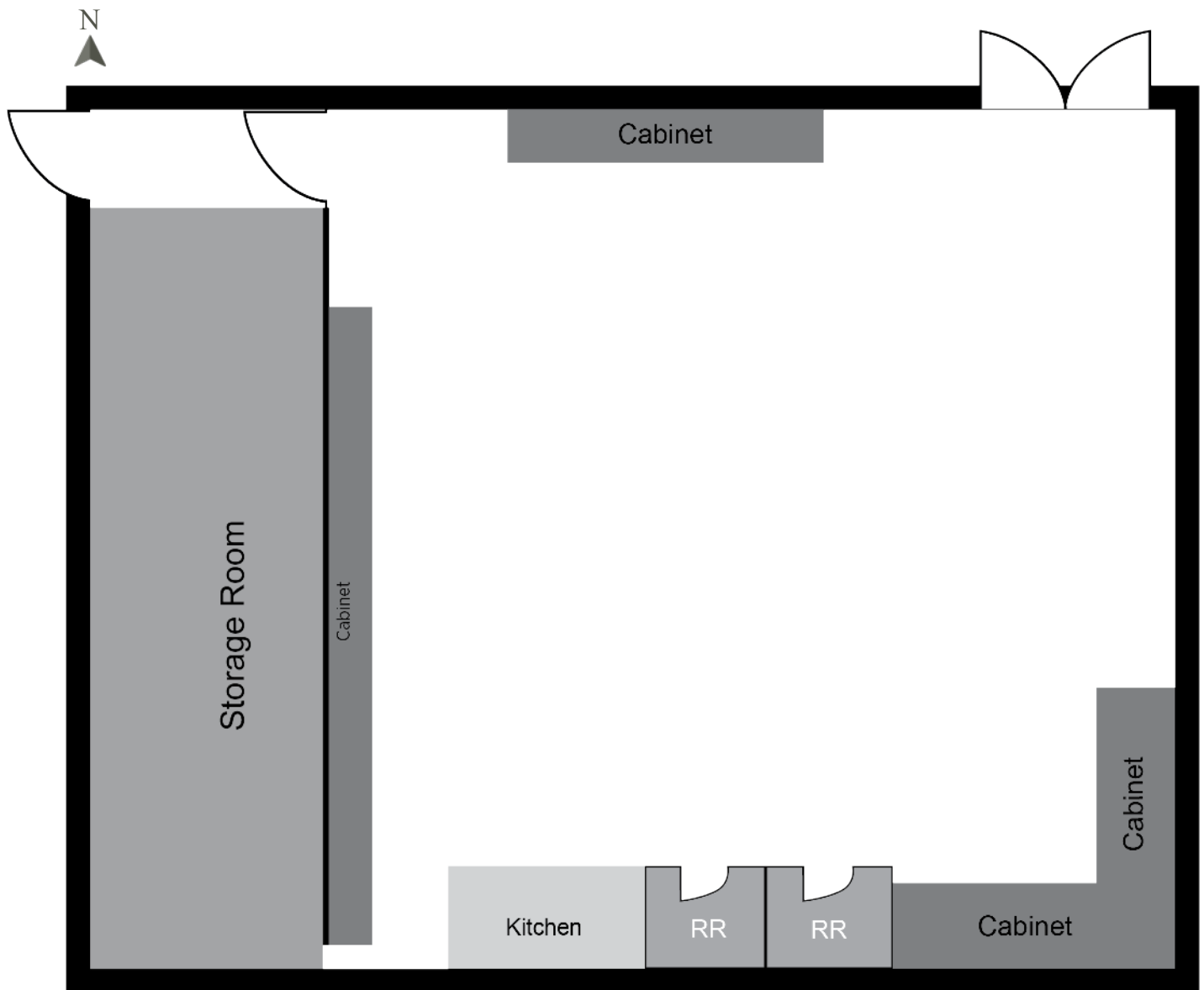
Failure to renew your request before the end of the current year may result in delays to your event, or incorrect rooms setups.

BUILDINGS, ROOMS & RESOURCES



A BUILDING

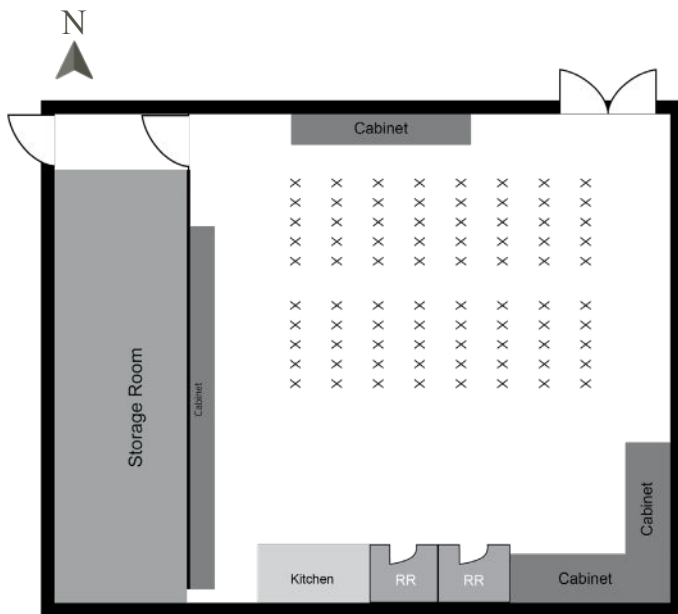
SQUARE FOOTAGE: 1,823



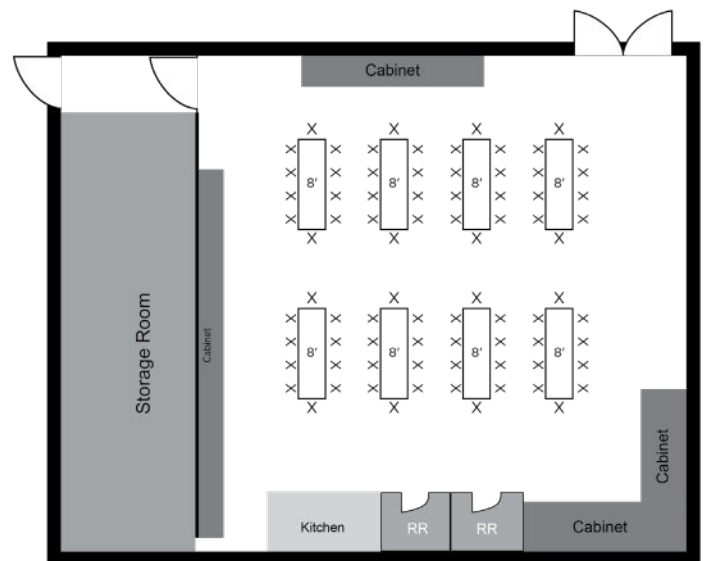
A100

SQUARE FOOTAGE: 1,823

THEATER SETUP CAPACITY: 80



DINING SETUP CAPACITY: 90 (9) 8' TABLES, 10 CHAIRS PER TABLE



ROOM CAPACITY: 90 PEOPLE

ROOM RESOURCES:

- 42 padded chairs
- (10) 8' rectangle tables
- 2 restrooms
- 1 podium
- 1 whiteboard
- 1 water dispenser

KITCHEN:

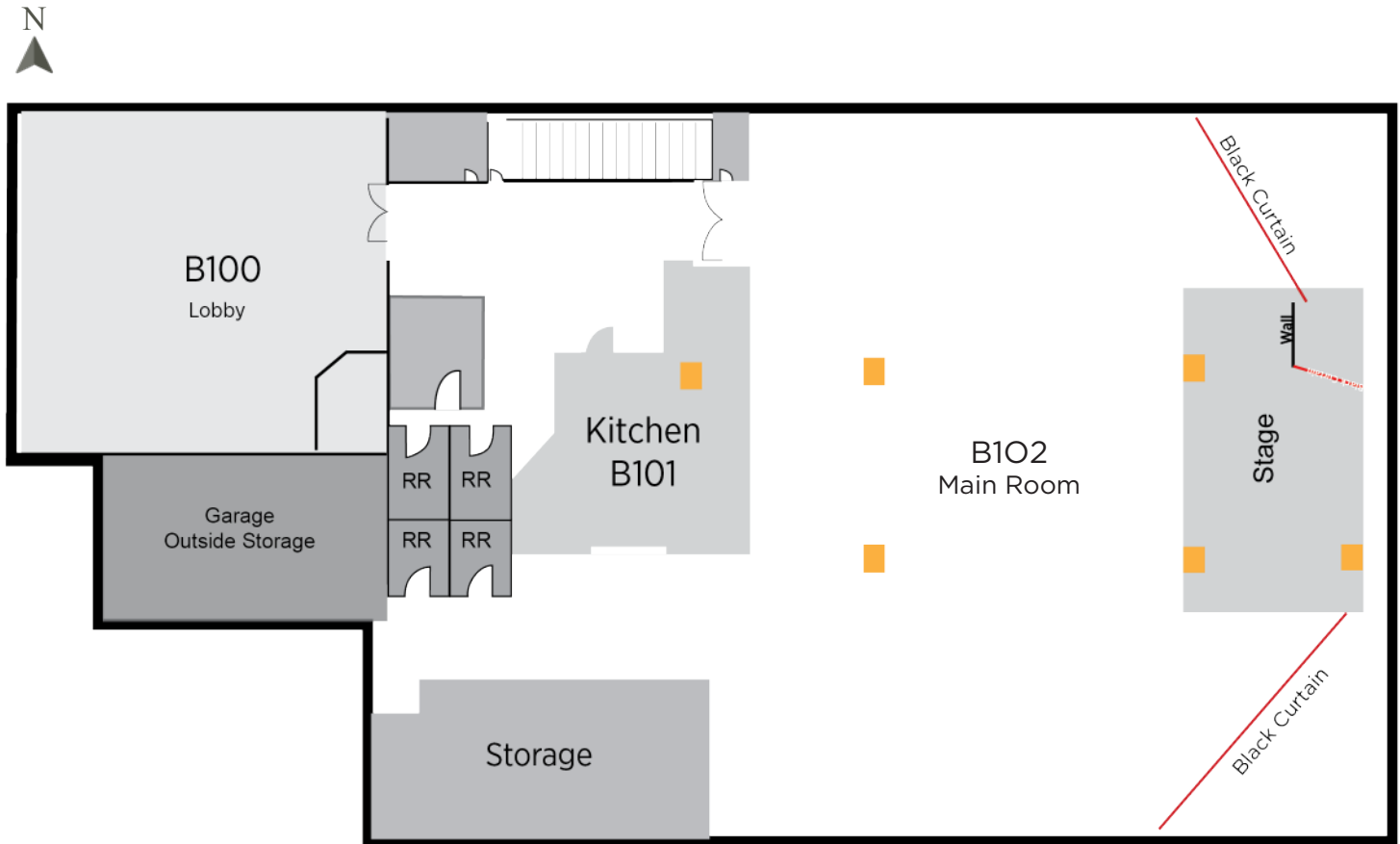
- Stove
- Microwave
- Coffee maker
- Refrigerator

A/V RESOURCES (SELF-SERVE):

- Simple sound system
- Video projector with screen
- HDMI connection only (front of room)
- Mini plug (headphone jack)

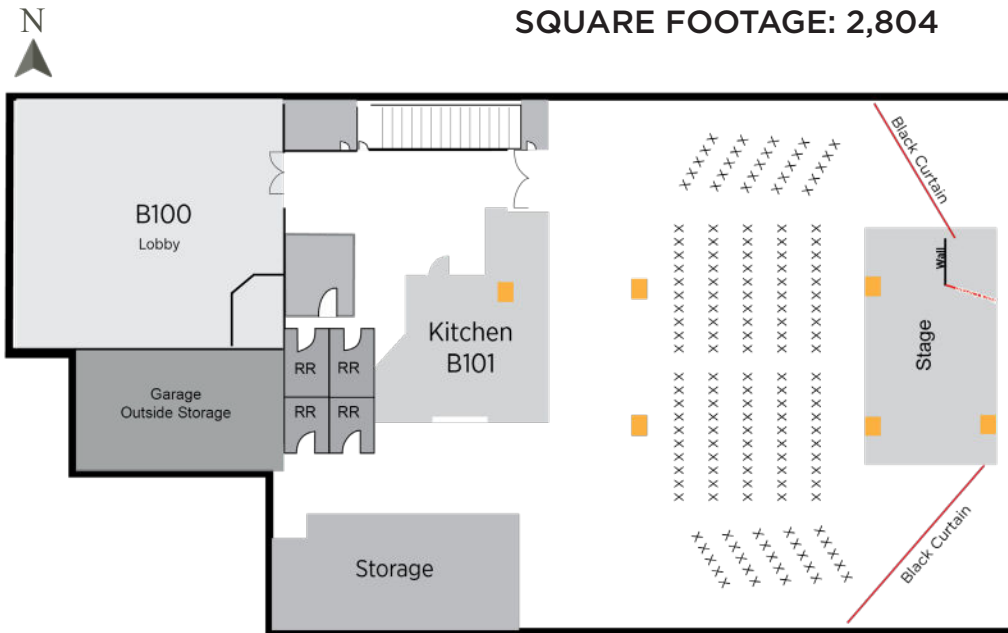
B BUILDING

SQUARE FOOTAGE: 6,521

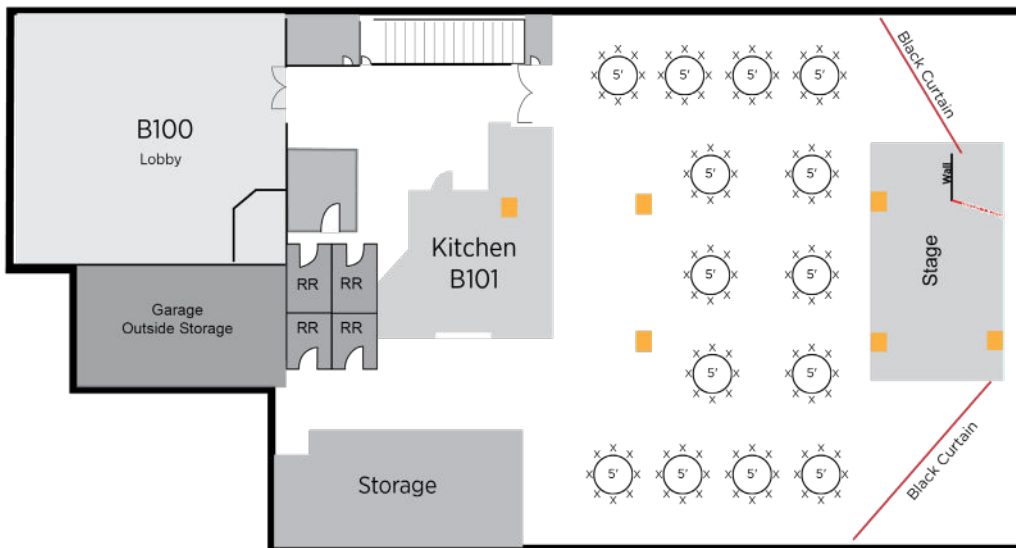


B102

SQUARE FOOTAGE: 2,804



THEATER
SETUP CAPACITY: 150



DINING
SETUP CAPACITY: 112
(14) 5' ROUND TABLES
8 CHAIRS PER TABLE

ROOM CAPACITY: 150 PEOPLE

ROOM RESOURCES:

- 150 plastic folding chairs
- (8) 8' rectangle tables
- (20) 5' round tables
- (12) 4' round tables
- 1 water dispenser
- 4 restrooms

KITCHEN:

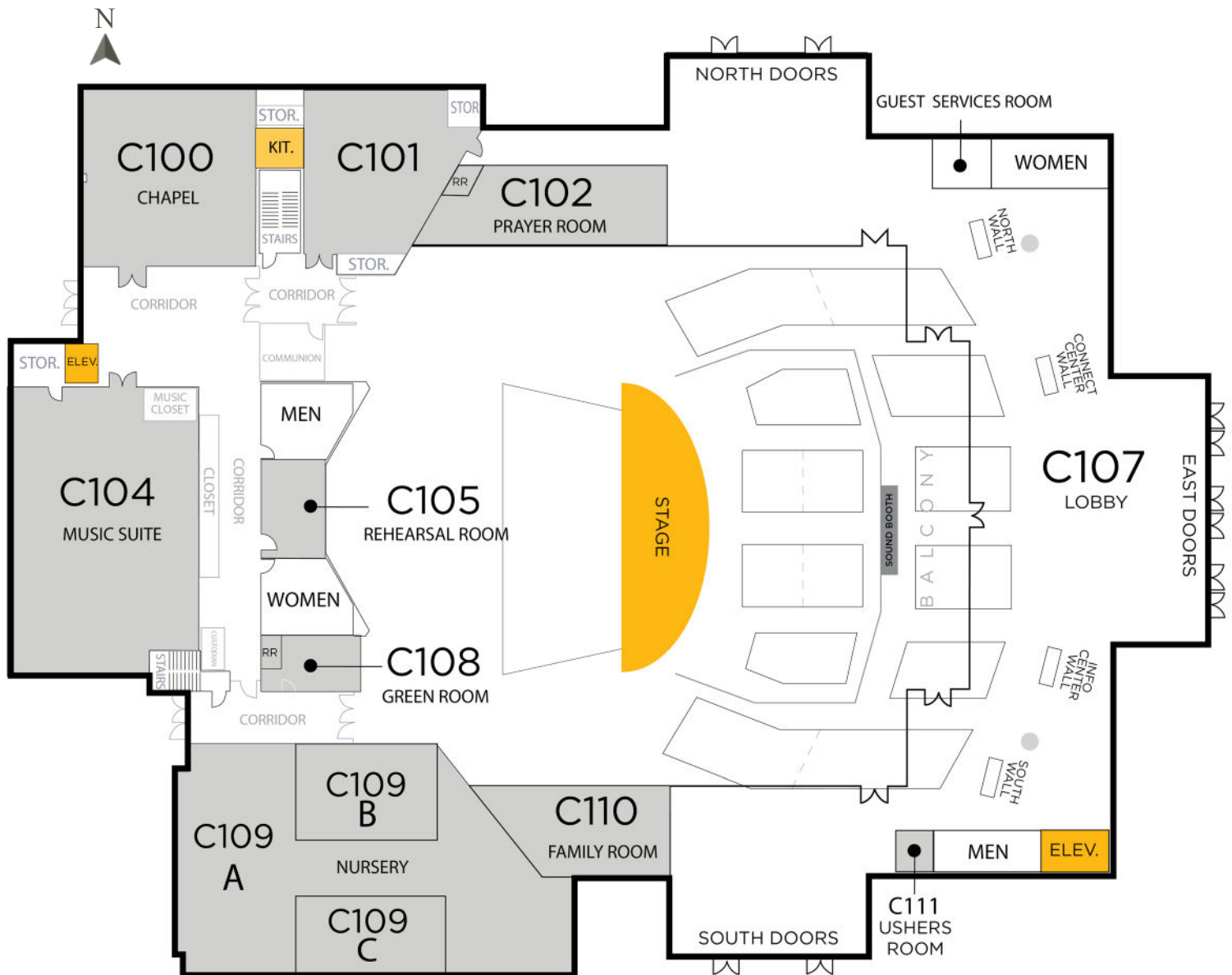
- 2 stoves
- Coffee maker
- 2 refrigerators
- 2 microwaves

A/V/L RESOURCES:

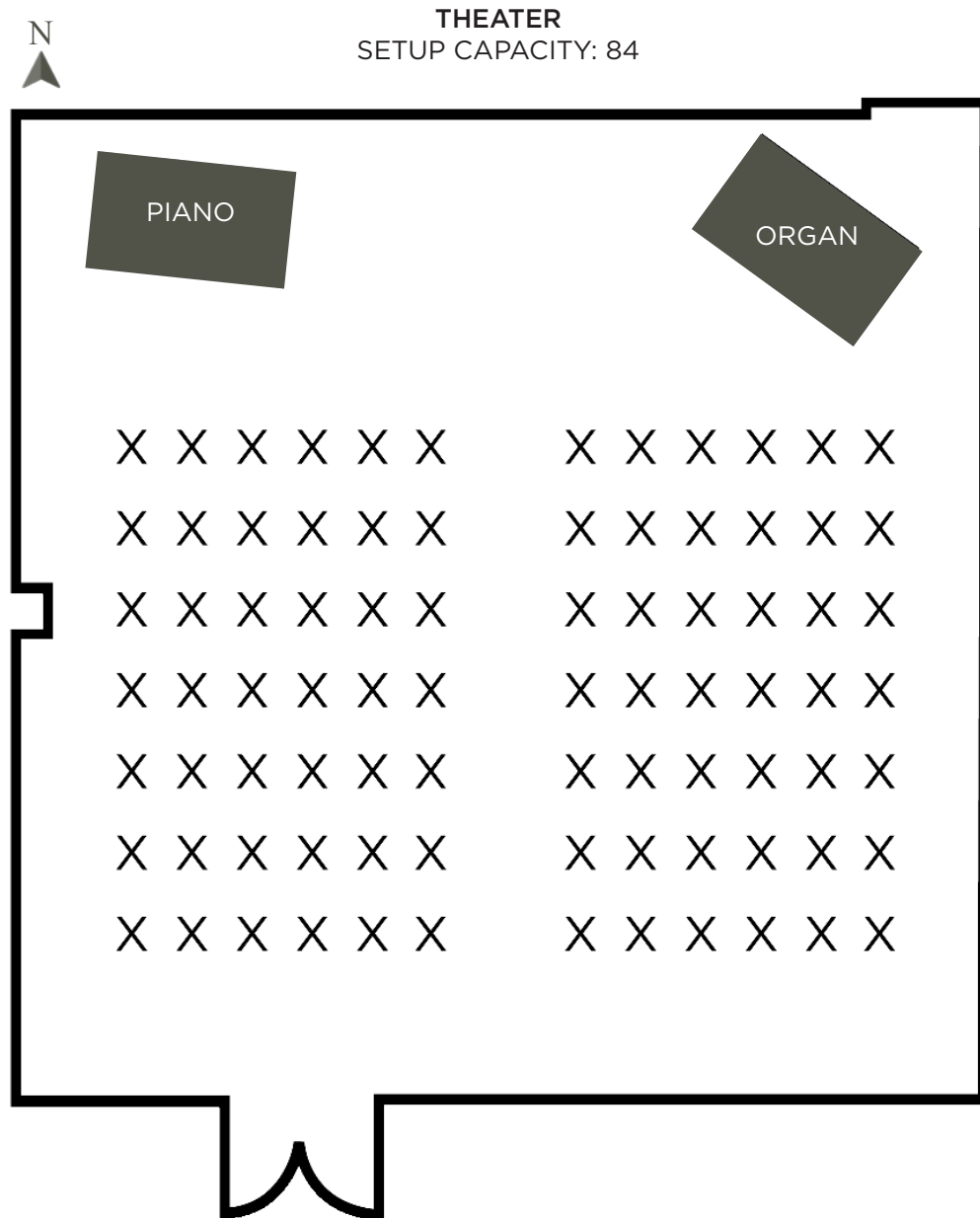
- Complex Audio/Video/Lighting System
- Minimum of 1 trained technician required (complex events will require a team)
- Audio: Full Band with 3 monitor mixes and Spoken Word (2 wireless headsets and 2 wireless handhelds)
- Lighting: Pre-set lighting system with multiple lighting options.
- Video: projector with screen - HDMI connection

C BUILDING

SQUARE FOOTAGE: 57,400



C100 CHAPEL



ROOM RESOURCES:

- 78 padded chairs
- (5) 8' rectangle tables
- 2 podiums
- 1 water dispenser
- 1 piano
- 1 organ

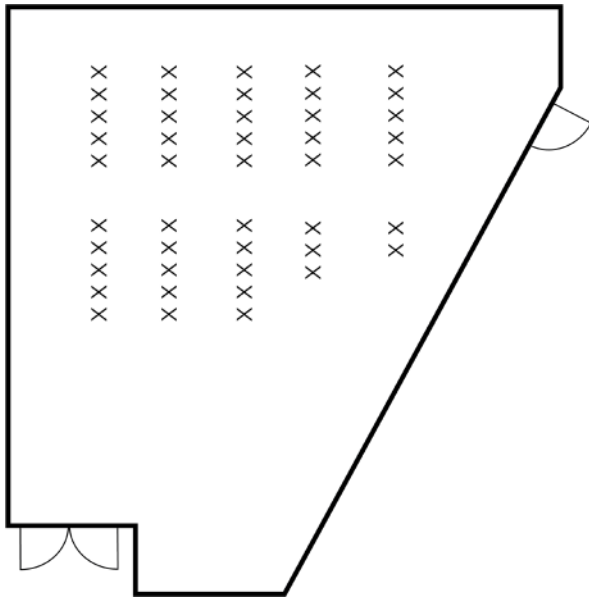
A/V RESOURCES (SELF-SERVE):

- Simple sound system with microphone
- Video projector with screen and DVD player
- HDMI connection only (front or rear of room)
- Mini plug (headphone jack)

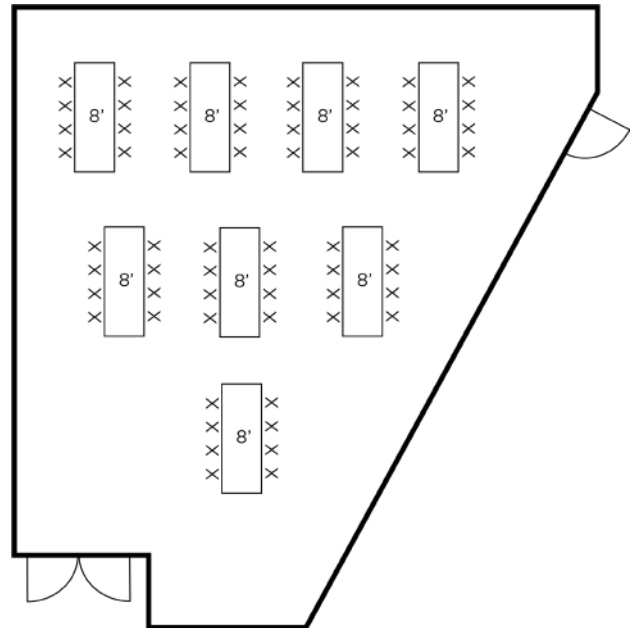
C101



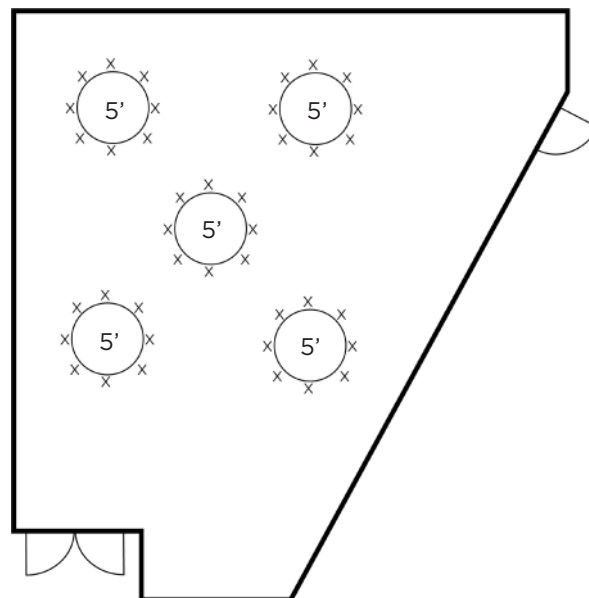
THEATER
SETUP CAPACITY: 50



DINING
SETUP CAPACITY: 48



DINING
SETUP CAPACITY: 40



ROOM CAPACITY: 50 PEOPLE

ROOM RESOURCES:

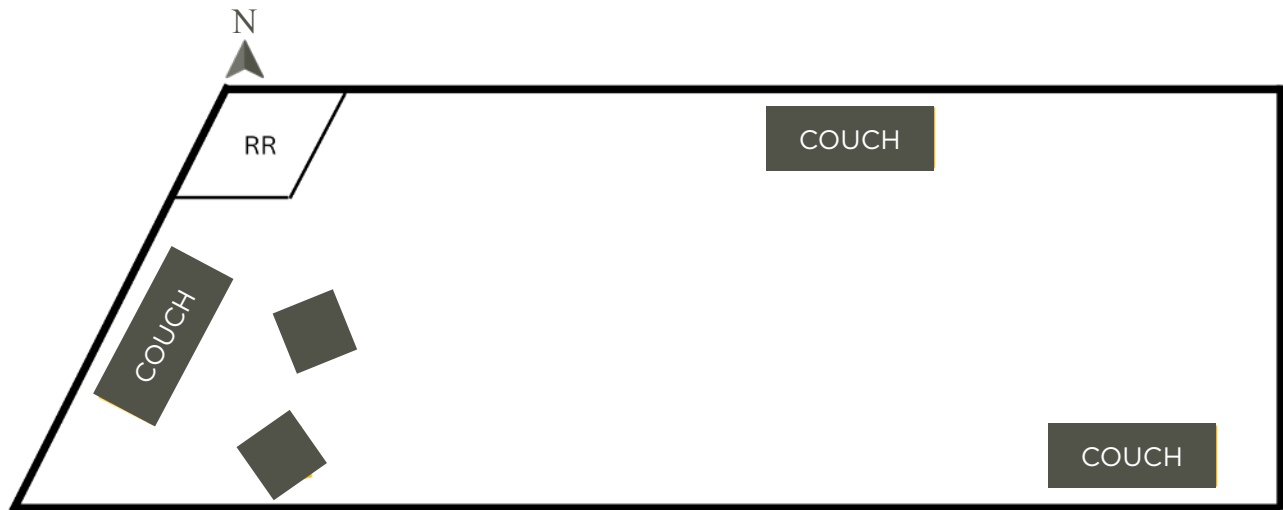
- 34 padded chairs
- (4) 5' round tables
- (10) 8' rectangle tables
- (4) 6' rectangle tables
- (8) 4' rectangle tables
- 1 water dispenser

A/V RESOURCES (SELF-SERVE):

- Video projector with screen
- HDMI connection
- Mini plug (headphone jack)

C102 PRAYER ROOM

ROOM AS IS ONLY
NO SETUP CHANGES



ROOM CAPACITY: 35 PEOPLE

ROOM RESOURCES:

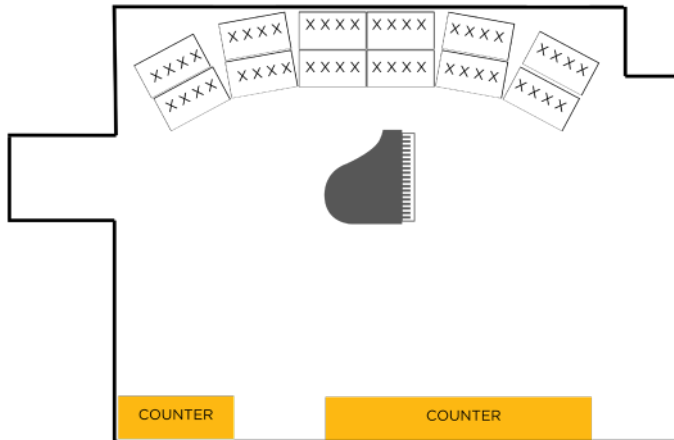
- 3 couches
- 2 chairs
- 1 high-top table
- 1 water dispenser
- 1 restroom

A/V RESOURCES (SELF-SERVE):

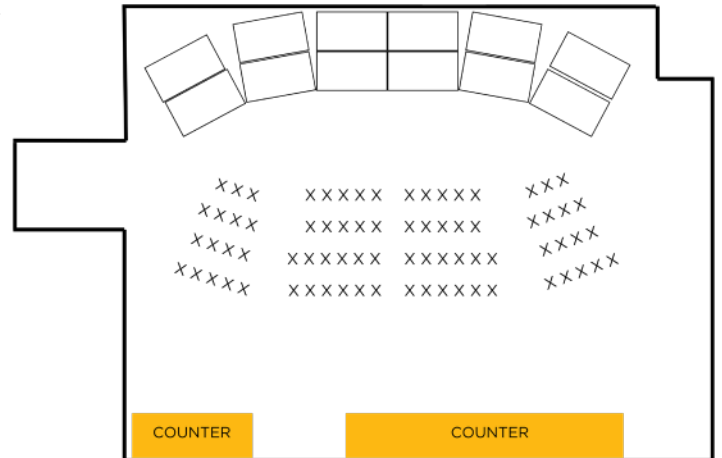
- TV with DVD player
- HDMI connection

C104 MUSIC SUITE

CHOIR/ORCHESTRA
SETUP CAPACITY: 48



THEATER
SETUP CAPACITY: 76



ROOM CAPACITY: 80 PEOPLE

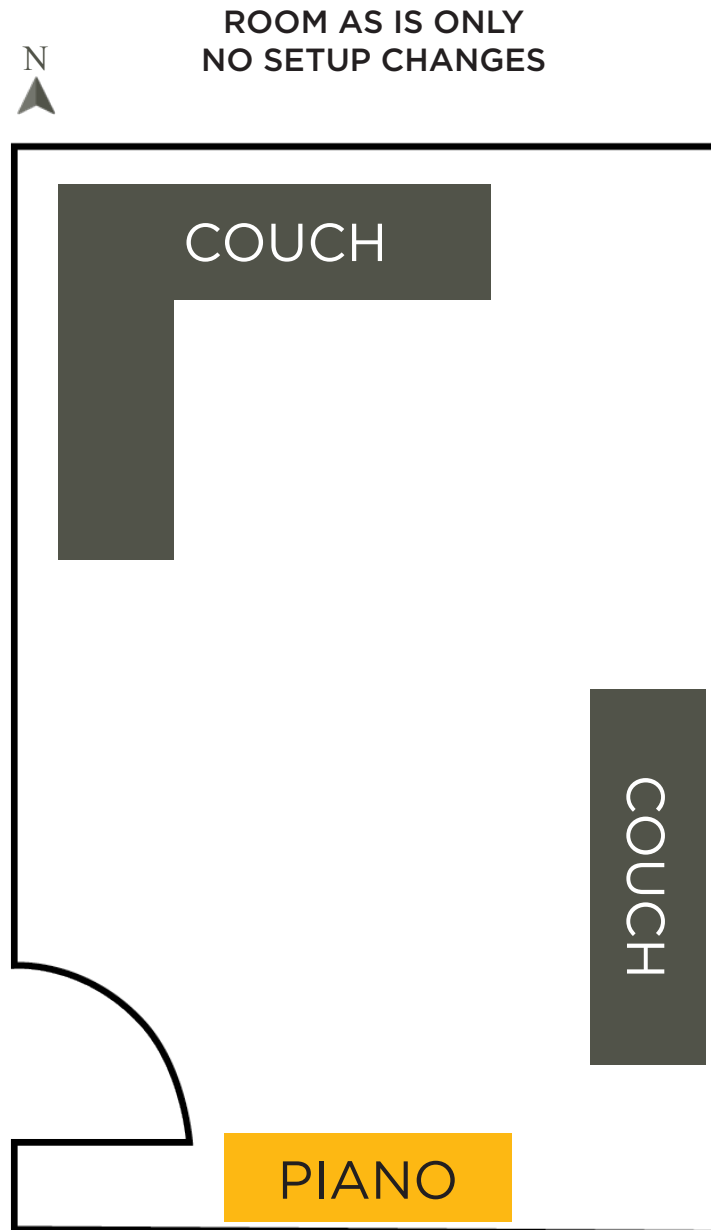
ROOM RESOURCES:

- 90 padded chairs
- (3) 8' rectangle tables
- (1) 4' rectangle table
- 12 risers
- 1 grand piano
- 1 water dispenser
- 1 podium
- 2 restrooms

A/V RESOURCES (SELF-SERVE):

- Simple sound system with microphones
- Video projector with screen and DVD player
- HDMI connection (front of room)
- Live video feed from C106 available
- Mini plug (headphone jack)

C105 REHEARSAL ROOM



ROOM CAPACITY: 20 PEOPLE

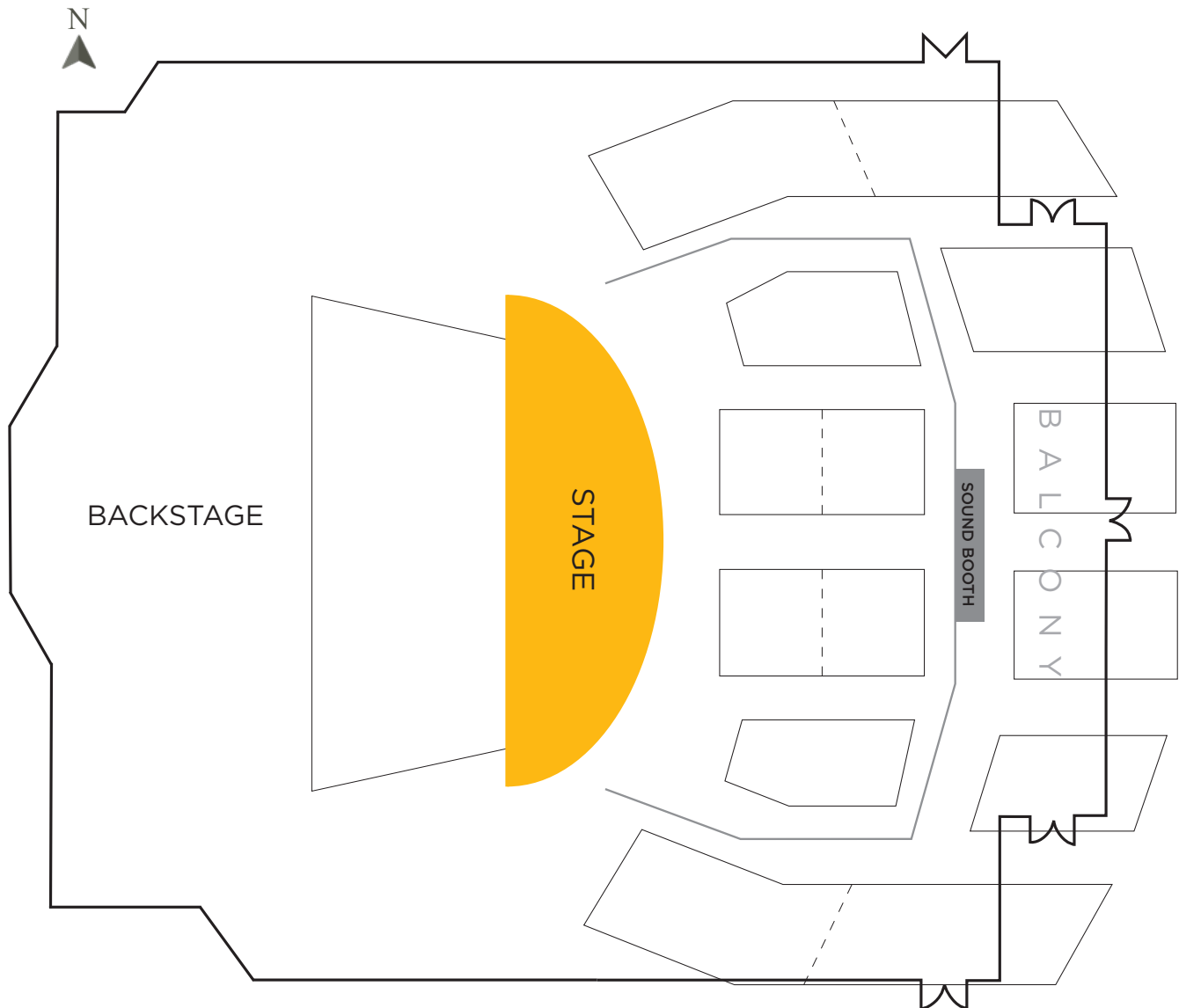
ROOM RESOURCES:

- 2 couches
- 1 piano
- 2 restrooms

A/V RESOURCES (SELF-SERVE):

- TV with HDMI connection

C106 WORSHIP CENTER



ROOM CAPACITY: 1,358 PEOPLE

ROOM RESOURCES:

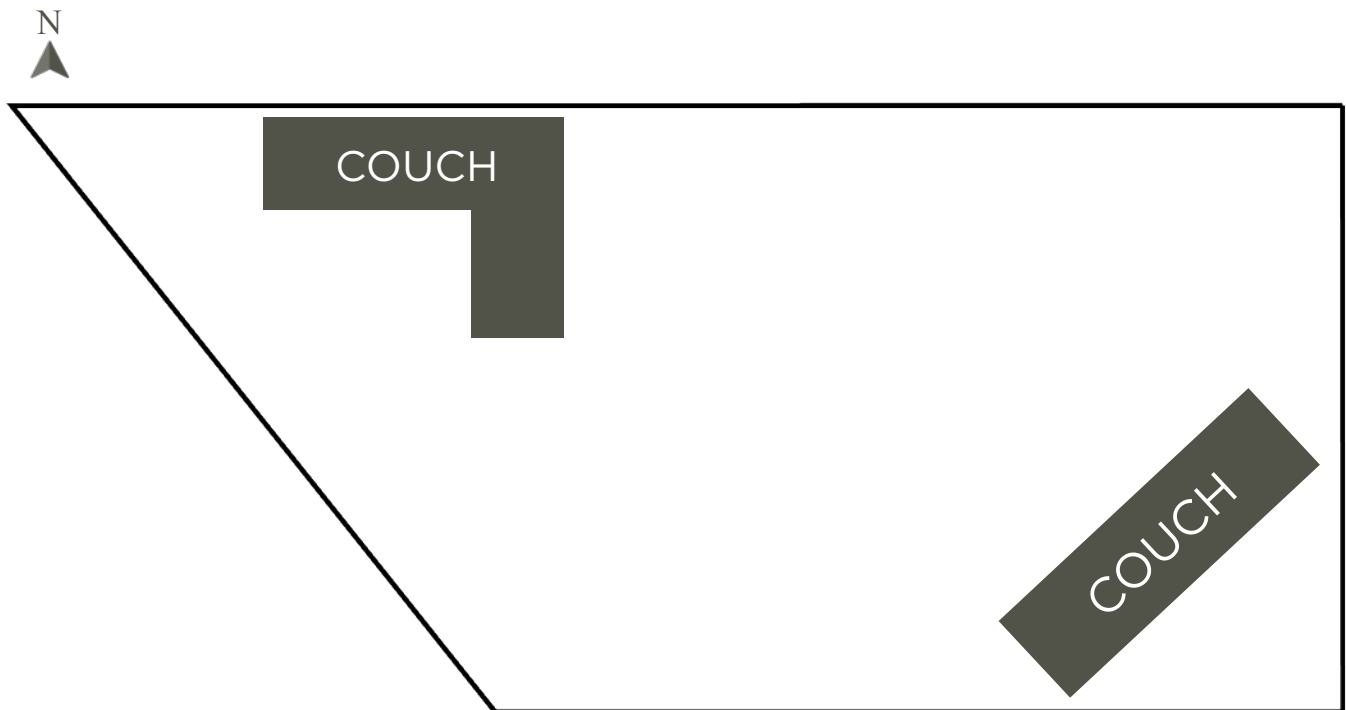
- 600 ground floor seats
- 758 balcony seats
- 12 metal stanchions
- 10 plastic folding chairs
- 4 restrooms
- 2 drinking fountains

A/V RESOURCES:

- SEE PAGE 14

C110 FAMILY ROOM

ROOM AS IS ONLY
NO SETUP CHANGES



ROOM CAPACITY: 20 PEOPLE

ROOM RESOURCES:

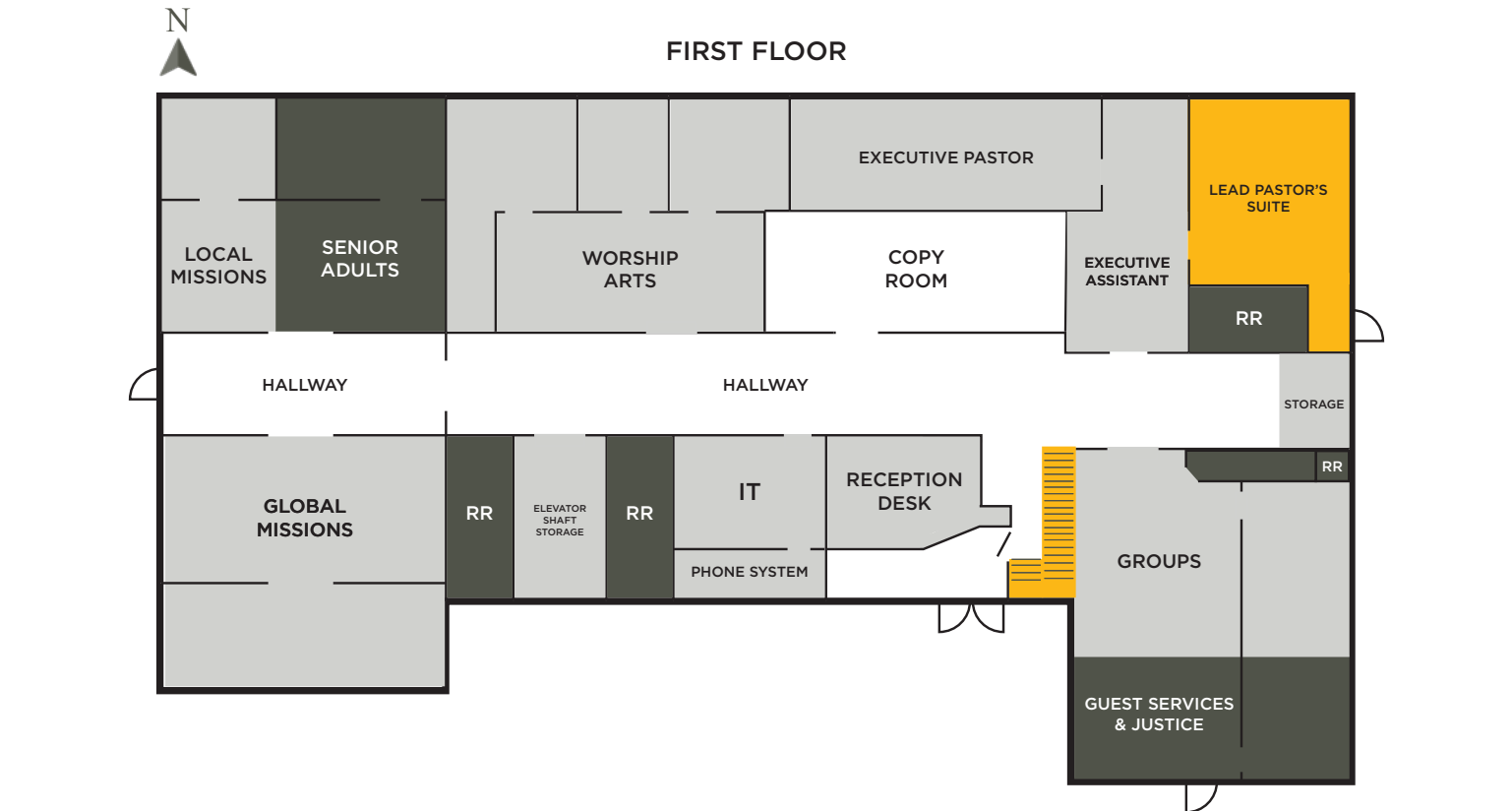
- 3 chairs
- 2 couches
- 1 water dispenser

A/V RESOURCES (SELF-SERVE):

- TV with BluRay Player
- HDMI connection
- Live video feed from C106 available

D BUILDING

SQUARE FOOTAGE: 7,970



SECOND FLOOR



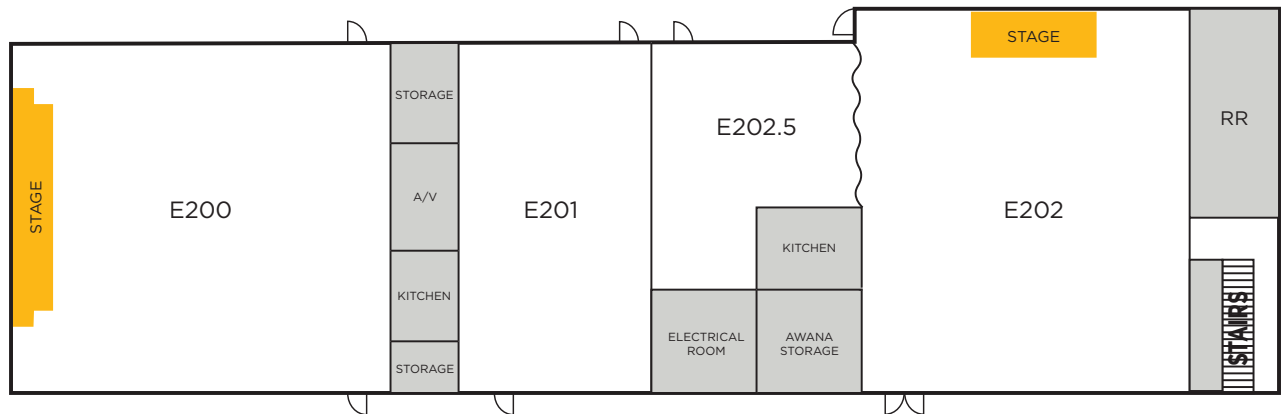
E BUILDING



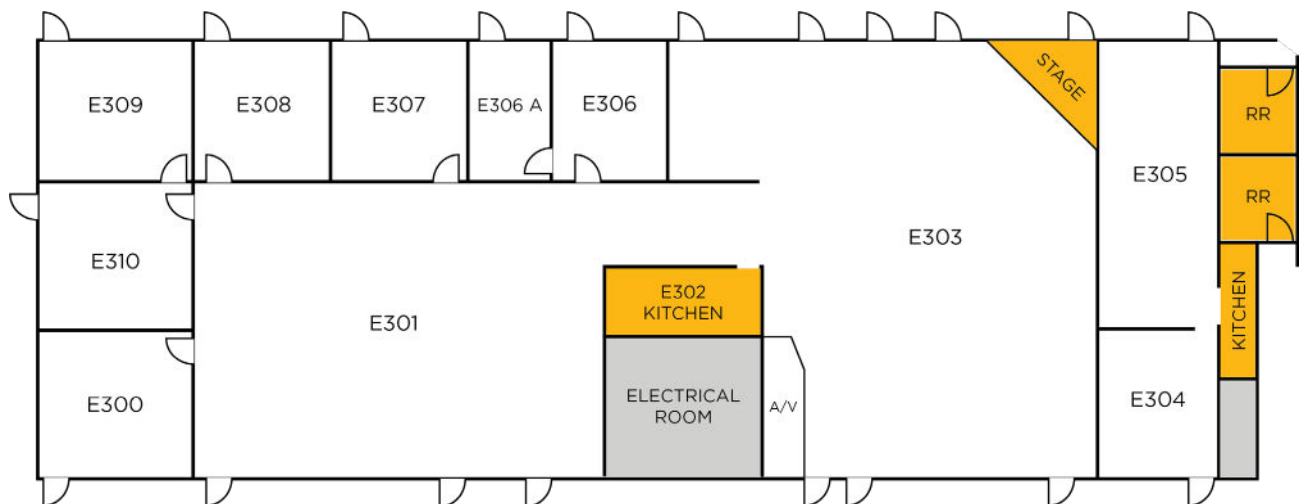
FIRST FLOOR
SQUARE FOOTAGE: 7,166



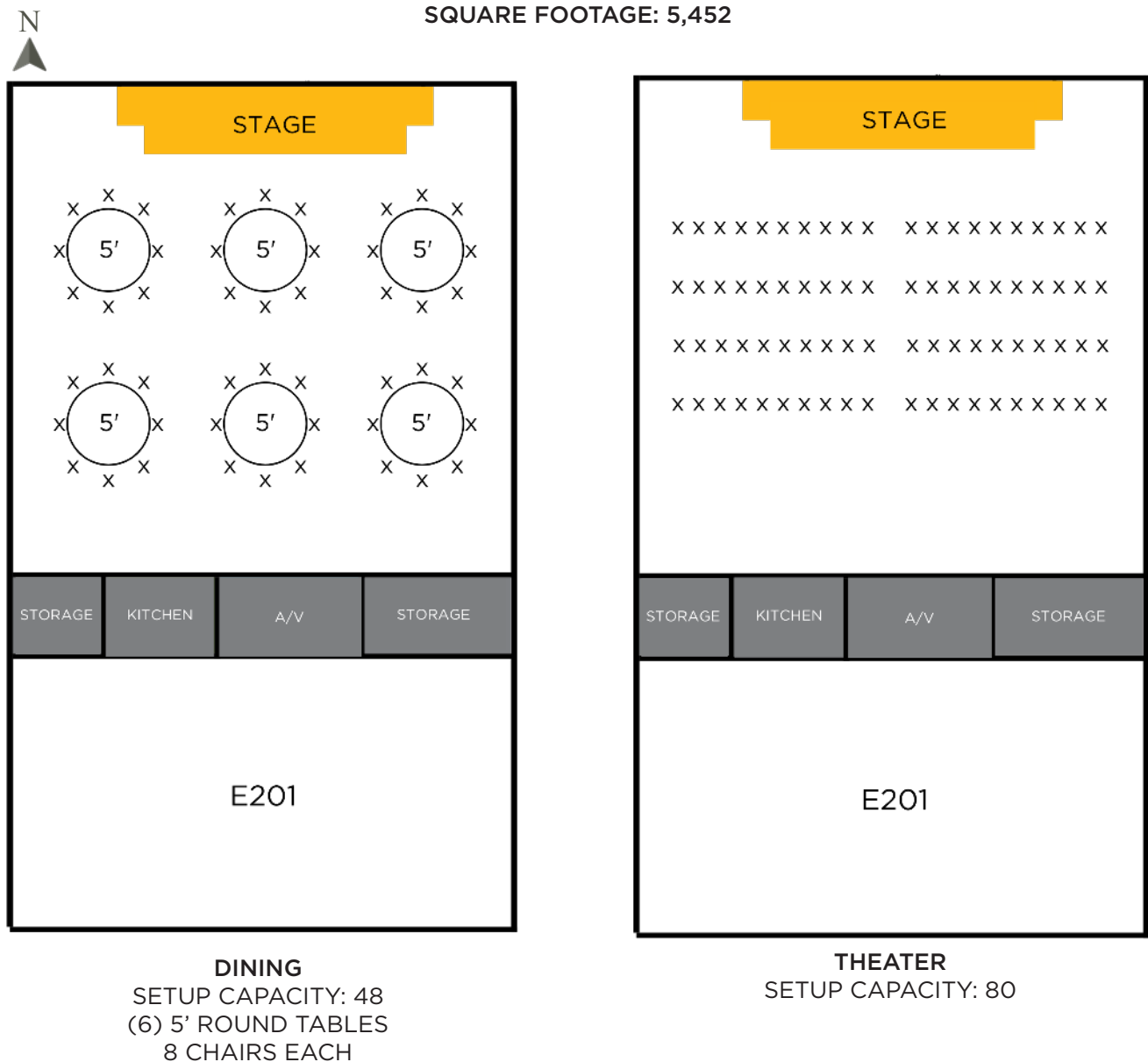
SECOND FLOOR
SQUARE FOOTAGE: 12,592



THIRD FLOOR
SQUARE FOOTAGE: 6,244



E200 & E201



ROOM CAPACITY: 80 PEOPLE

ROOM RESOURCES:

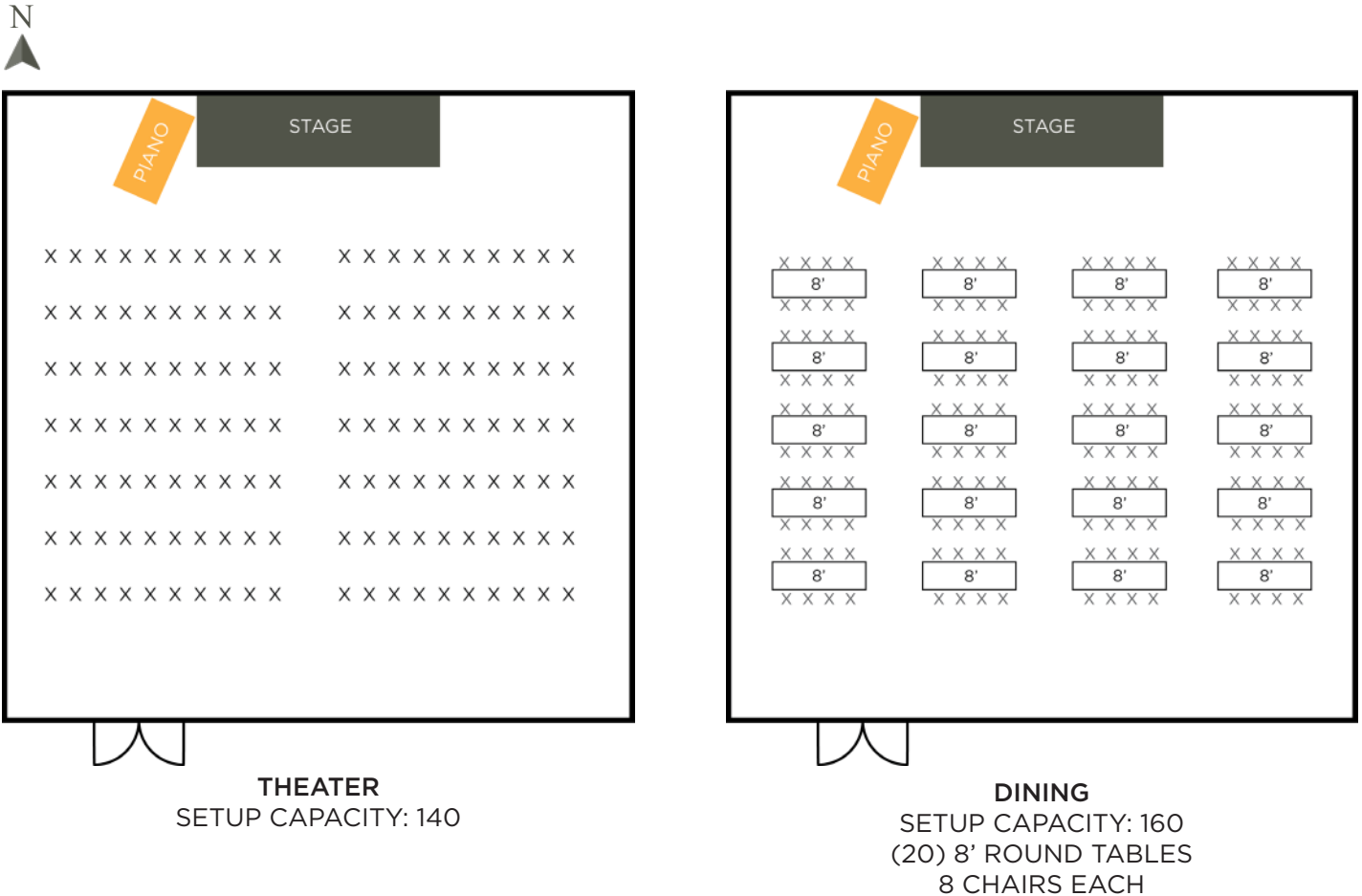
- 96 padded chairs
- (12) 5' round tables
- (1) 6' rectangle table
- (2) 4' rectangle tables
- 1 whiteboard
- 1 water dispenser
- 2 restrooms (shared with E202)

A/V RESOURCES:

- Complex Audio/Video/Lighting System
- Minimum of 1 trained technician required (complex events will require a team)
- Audio: Full Band with 2 monitor mixes and Spoken Word (1 wireless headset and 1 wireless handheld)
- Lighting: Pre-set lighting system with multiple lighting options
- Video: projectors with screen - HDMI connection only for installed iMac

E202

SQUARE FOOTAGE: 7,140



ROOM CAPACITY: 160 PEOPLE

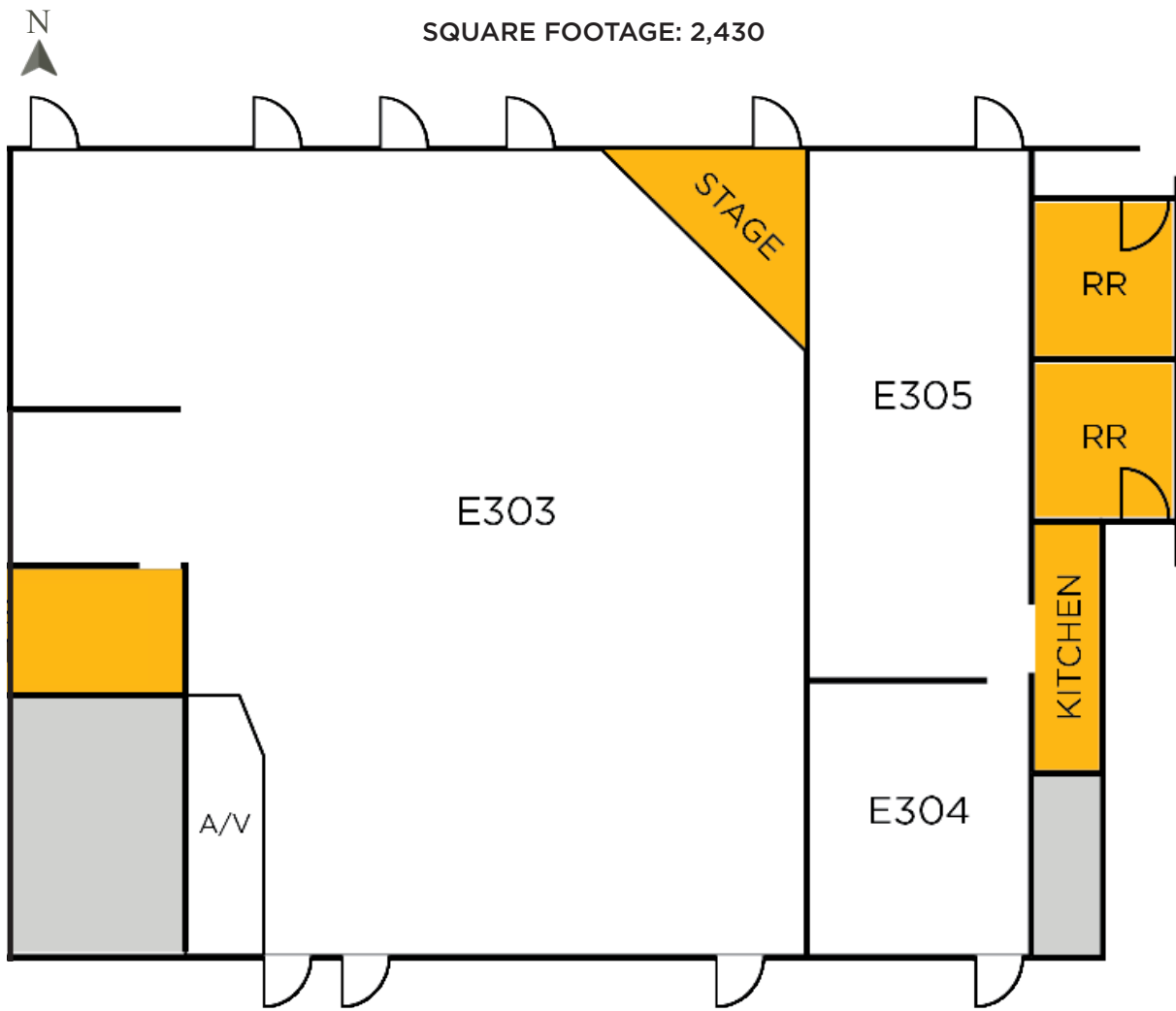
ROOM RESOURCES:

- 148 padded chairs
- (17) 8' rectangle tables
- 1 piano
- 1 water dispenser
- 1 whiteboard
- 1 podium
- 2 restrooms (shared with E200)

A/V RESOURCES (SELF SERVE):

- Projector with HDMI connection
- 1 wired microphone

E303-E305



ROOM CAPACITY (E303): 150 PEOPLE

ROOM RESOURCES (E303):

- 200 padded chairs
- (12) 5' round tables
- 1 water dispenser
- 2 restrooms

A/V RESOURCES (E303):

- Complex Audio/Video/Lighting System
- Minimum of 1 trained technician required (complex events will require a team)
- Audio: Full Band with 2 monitor mixes and Spoken Word (1 wireless headsets and 1 wireless handhelds)
- Lighting: Pre-set lighting system with multiple lighting options
- Video: TVs - HDMI connection only for installed iMac

E300-E310

SQUARE FOOTAGE: 3,421



ROOM CAPACITY (E301): 150 PEOPLE

ROOM RESOURCES (E301):

- 200 padded chairs
- (12) 5' round tables
- 1 water dispenser
- 2 restrooms

KITCHEN:

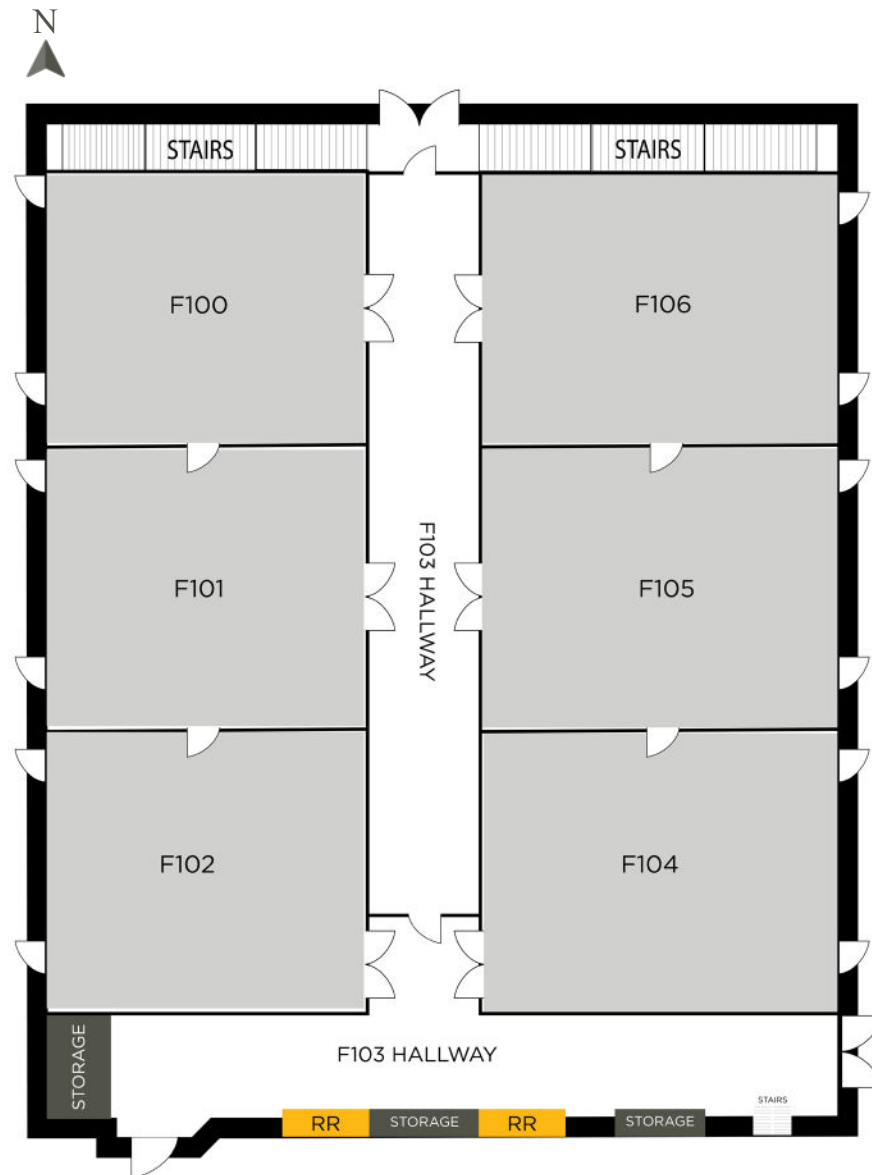
- 1 stove
- 1 refrigerator

A/V RESOURCES:

- 2 TVs with HDMI connections

F BUILDING FIRST FLOOR

SQUARE FOOTAGE: 7,915



ROOM RESOURCES:

- (18) 8' tables
- (23) 8' tables (child size)
- (6) 4' tables
- 110 metal folding chairs
- 112 chairs (child size)
- 1 water dispenser
- 2 restrooms

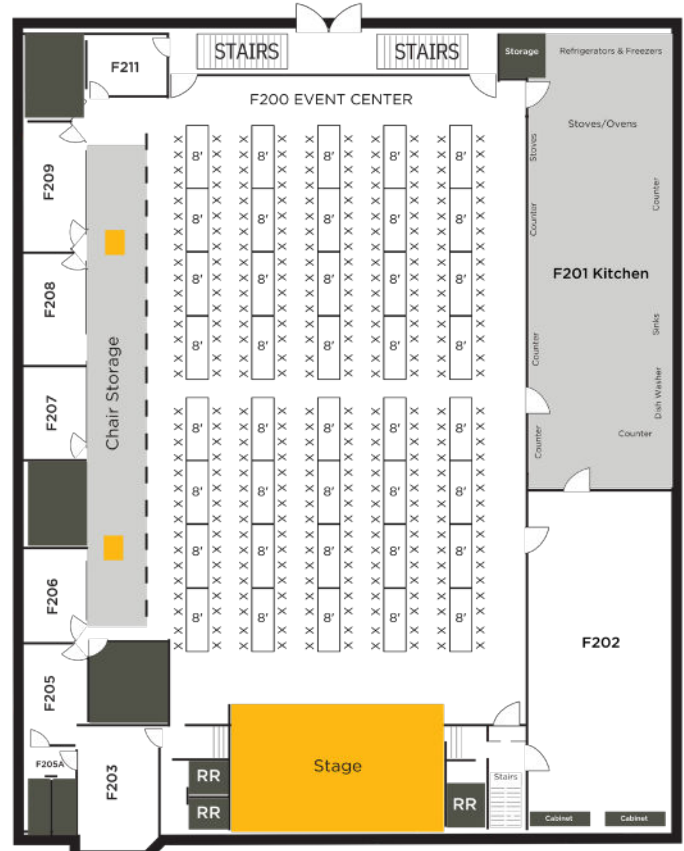
F BUILDING SECOND FLOOR



SQUARE FOOTAGE: 6,123



THEATER
SETUP CAPACITY: 300



DINING
SETUP CAPACITY: 320
(40) 8' TABLES
8 CHAIRS EACH

ROOM CAPACITY: 350 PEOPLE

ROOM RESOURCES:

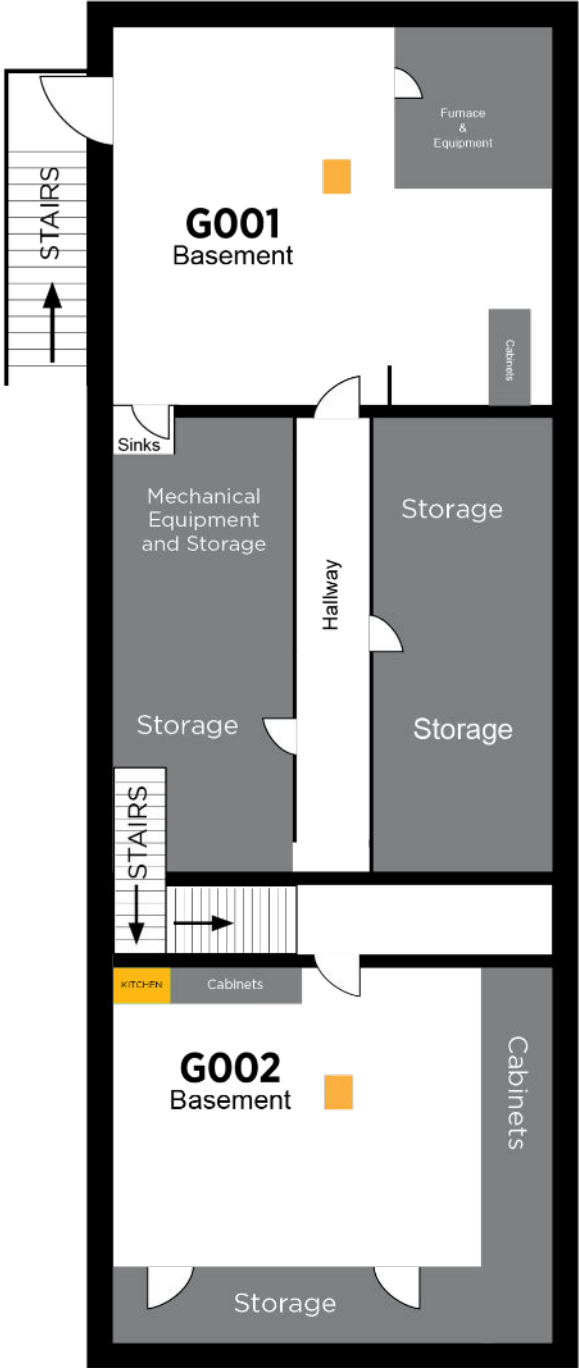
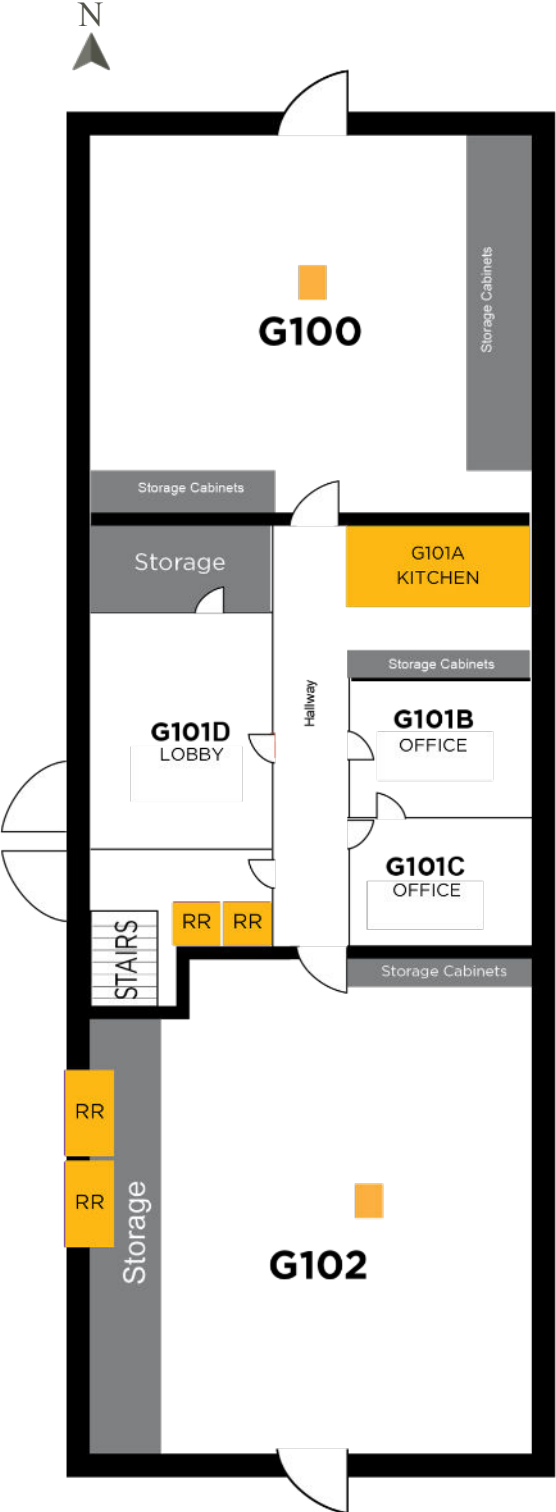
- 300 padded chairs
- (22) 8' rectangle tables
- (2) 6' rectangle tables
- (15) 5' round tables

A/V RESOURCES (F200):

- Complex Audio/Video/Lighting System
- Minimum of 1 trained technician required (complex events will require a team)
- Audio: Full Band with 2 monitor mixes and Spoken Word
- Wireless mics available as needed
- Lighting: Pre-set lighting system with multiple lighting options
- Video: projectors with screen - HDMI connection

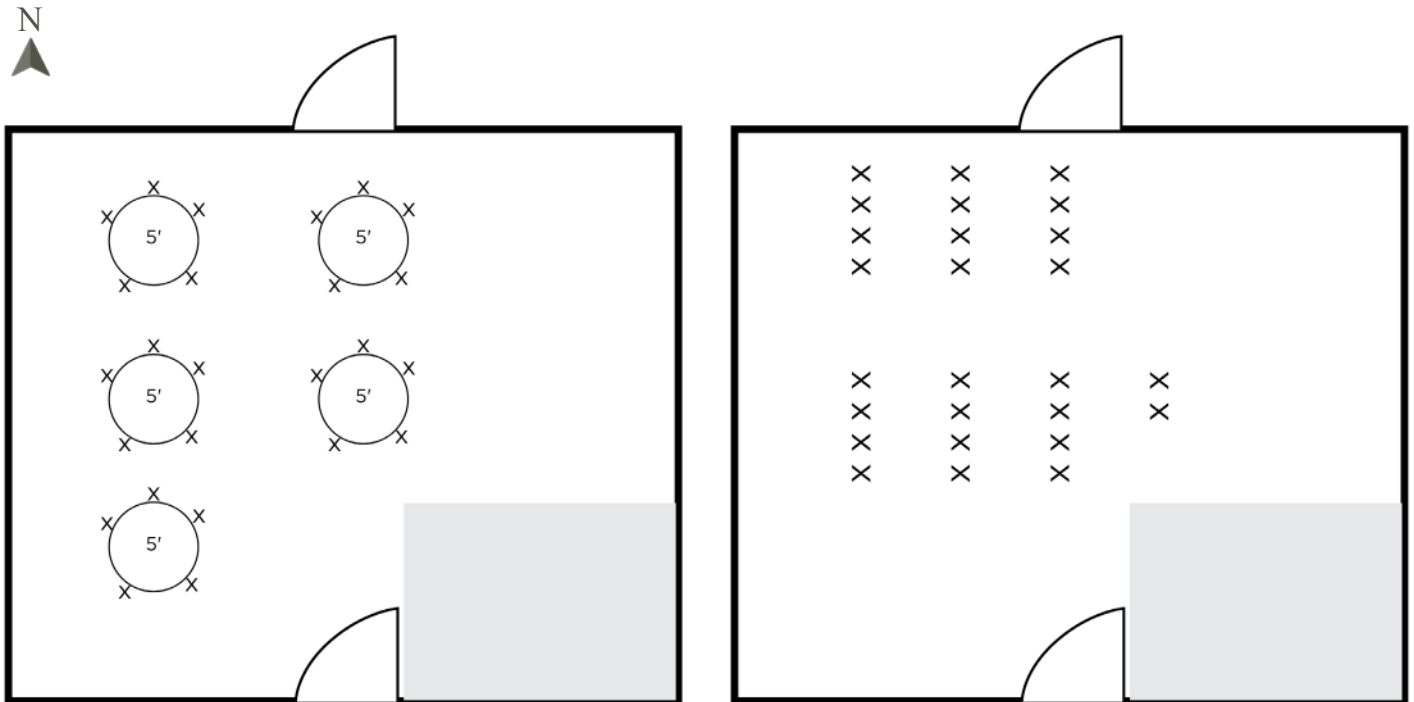
G BUILDING

SQUARE FOOTAGE: 4,731



G100

SQUARE FOOTAGE: 800



DINING

SETUP CAPACITY: 25
(5) 5' ROUND TABLES
5 CHAIRS EACH

THEATER

SETUP CAPACITY: 26

ROOM CAPACITY: 26 PEOPLE

ROOM RESOURCES:

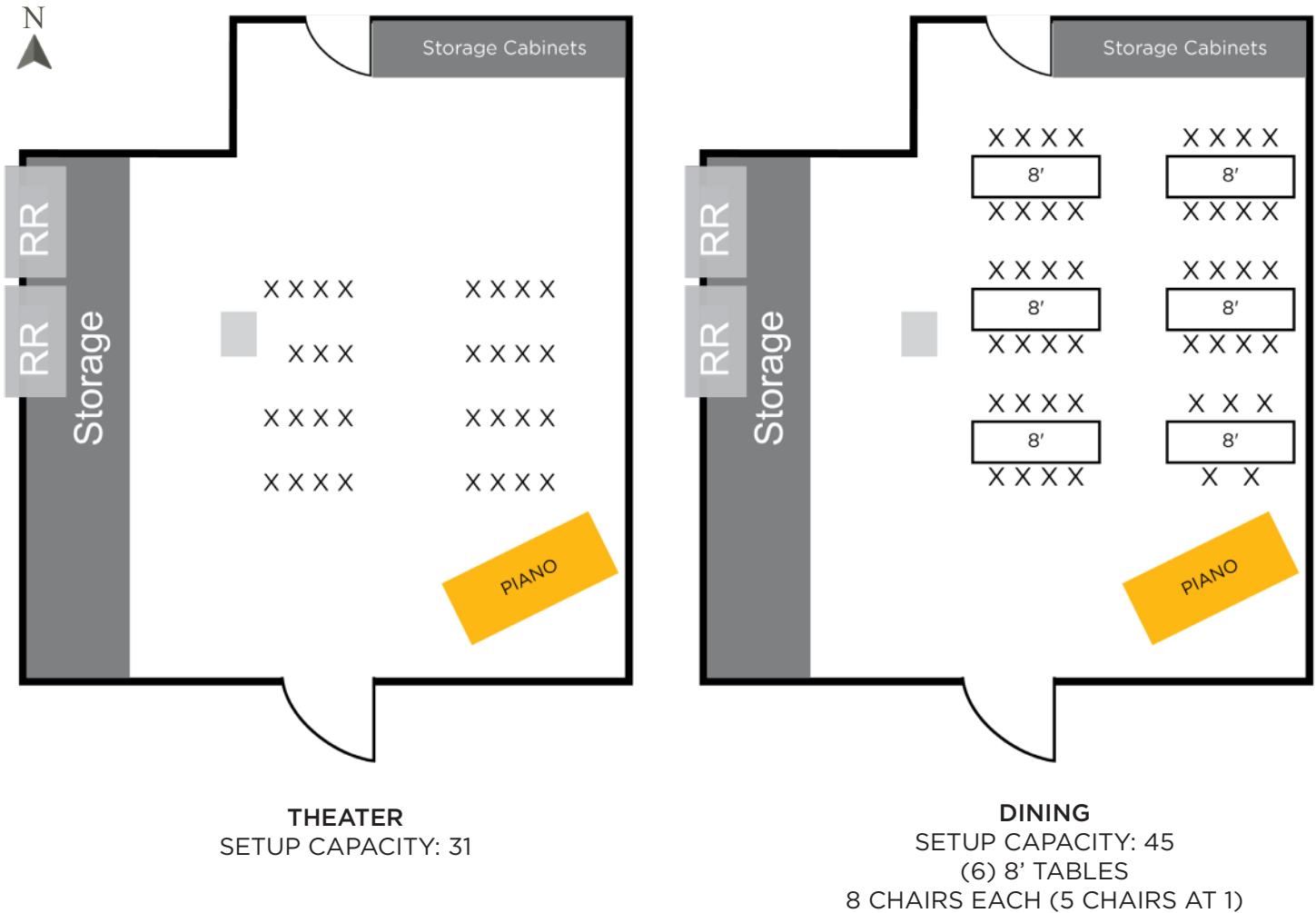
- 26 padded chairs
- (5) 5' round tables
- (4) 8' rectangle tables
- 1 whiteboard
- 2 restrooms

A/V RESOURCES (SELF-SERVE):

- TV with DVD player
- HDMI connection

G102

SQUARE FOOTAGE: 1,024



ROOM CAPACITY: 45 PEOPLE

ROOM RESOURCES:

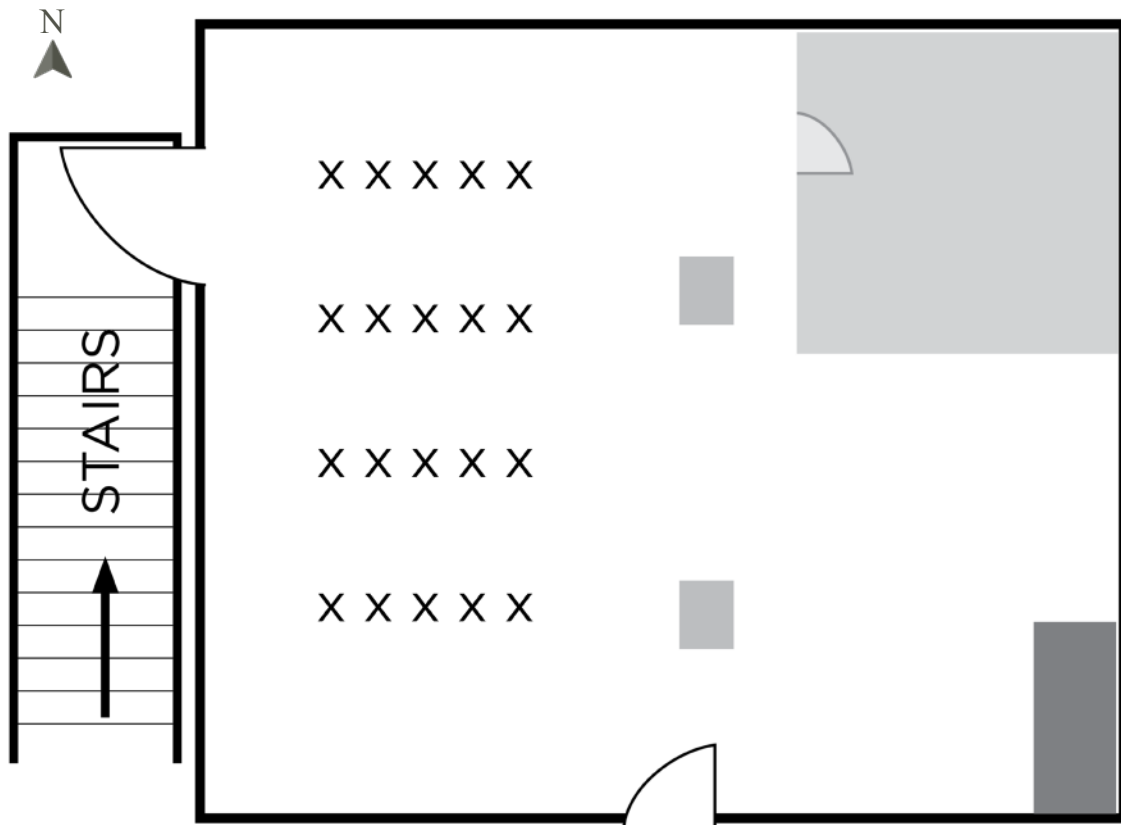
- 45 padded chairs
- (6) 8' rectangle tables
- (2) 6' rectangle tables
- 1 whiteboard
- 1 piano

A/V RESOURCES (SELF-SERVE):

- Video projector with screen and DVD player
- HDMI connection (front of room)
- Mini plug (headphone jack)

G001 BASEMENT

SQUARE FOOTAGE: 720



THEATER
SETUP CAPACITY: 20

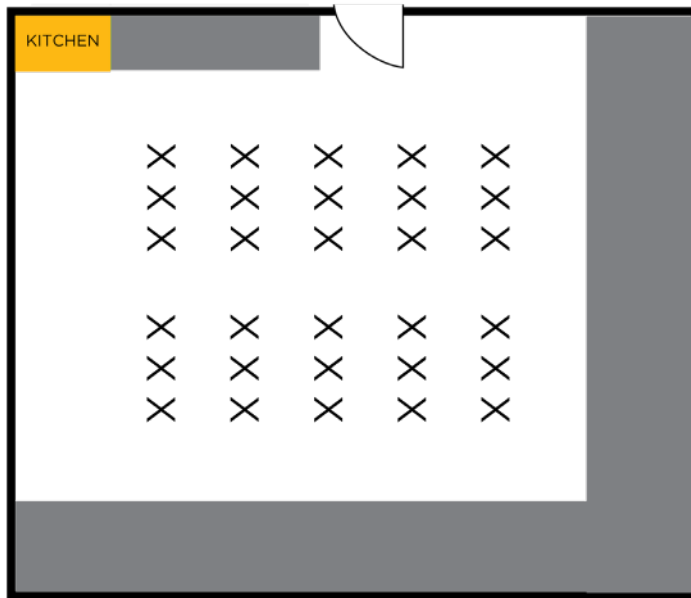
ROOM CAPACITY: 35 PEOPLE

ROOM RESOURCES:

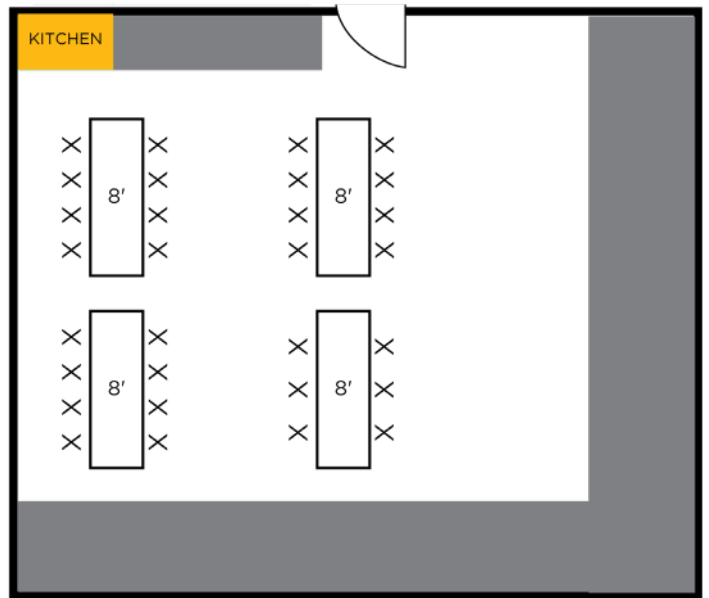
- 20 padded chairs
- (4) 8' rectangle tables

G002 BASEMENT

SQUARE FOOTAGE: 1,386



THEATER
SETUP CAPACITY: 30



DINING
SETUP CAPACITY: 30
(4) 8' TABLES
8 CHAIRS EACH (6 CHAIRS AT 1)

ROOM CAPACITY: 30 PEOPLE

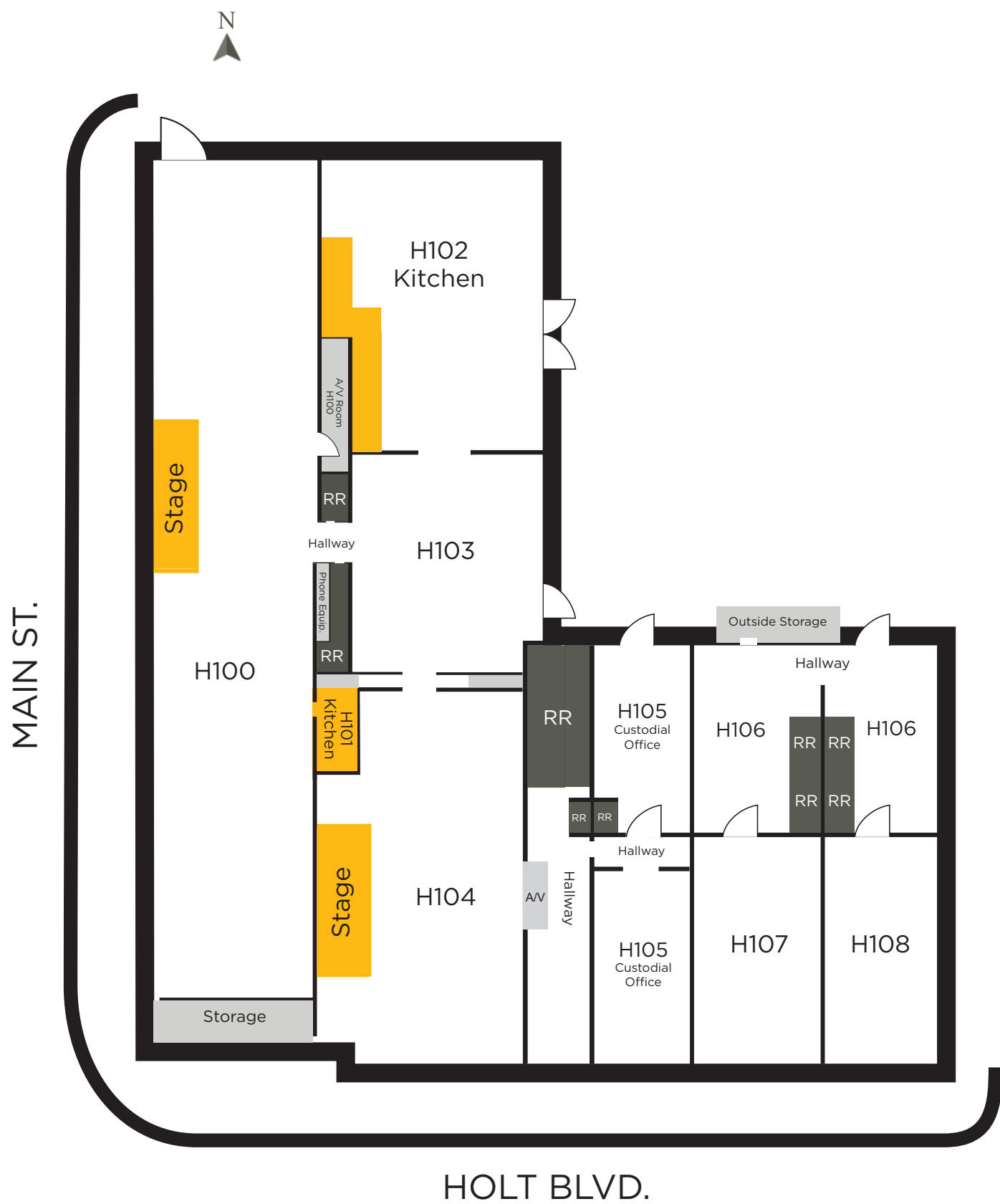
ROOM RESOURCES:

- 50 padded chairs
- (4) 8' rectangle tables
- Whiteboard
- Refrigerator
- Microwave

A/V RESOURCES (SELF-SERVE):

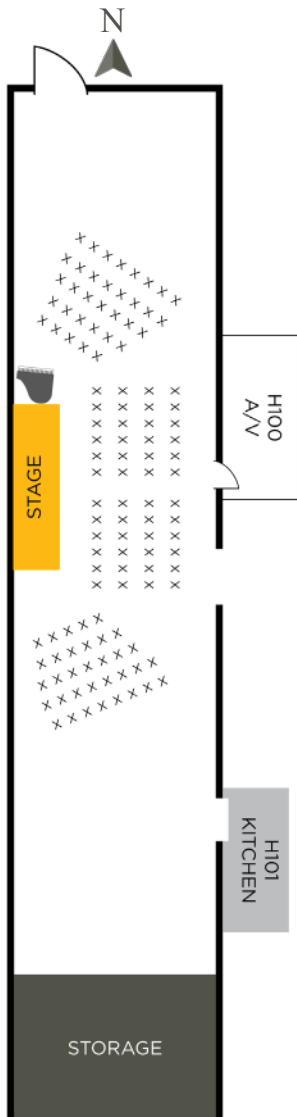
- Simple AVL system
- Audio: 2 wireless handheld microphones
- Keyboard & guitar connection
- Video: 2 TVs with HDMI connections for installed iMac
- Lighting: color changing light settings

H BUILDING

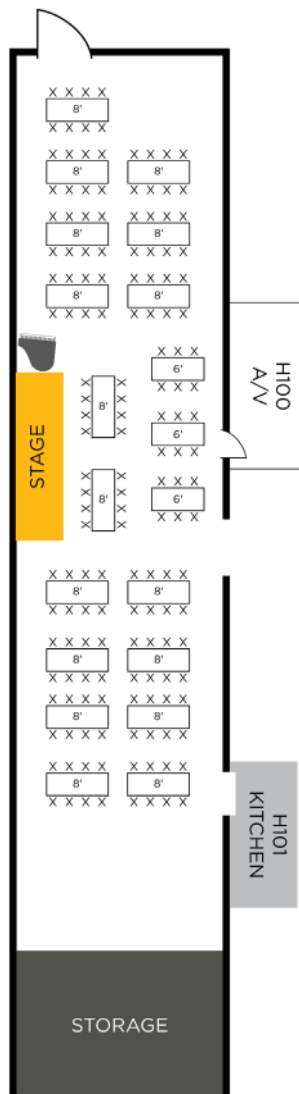


H100

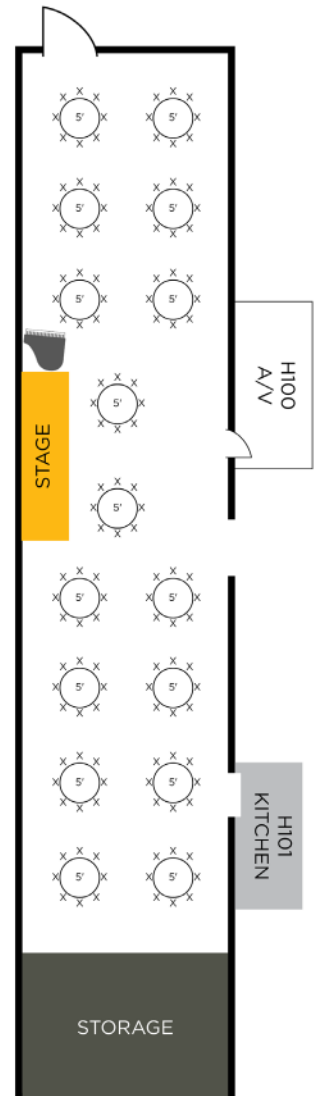
SQUARE FOOTAGE: 2,700



THEATER
116 CAPACITY



DINING
154 CAPACITY



DINING
128 CAPACITY

ROOM CAPACITY: 162 PEOPLE

ROOM RESOURCES:

- 198 padded chairs
- (17) 8' rectangle tables
- (12) 6' rectangle tables
- (2) 4' rectangle tables
- (16) 5' round tables
- (3) 4' round tables
- 1 water dispenser
- Piano
- Podium
- Kitchen

KITCHEN:

- 1 stove
- 1 microwave
- 1 refrigerator

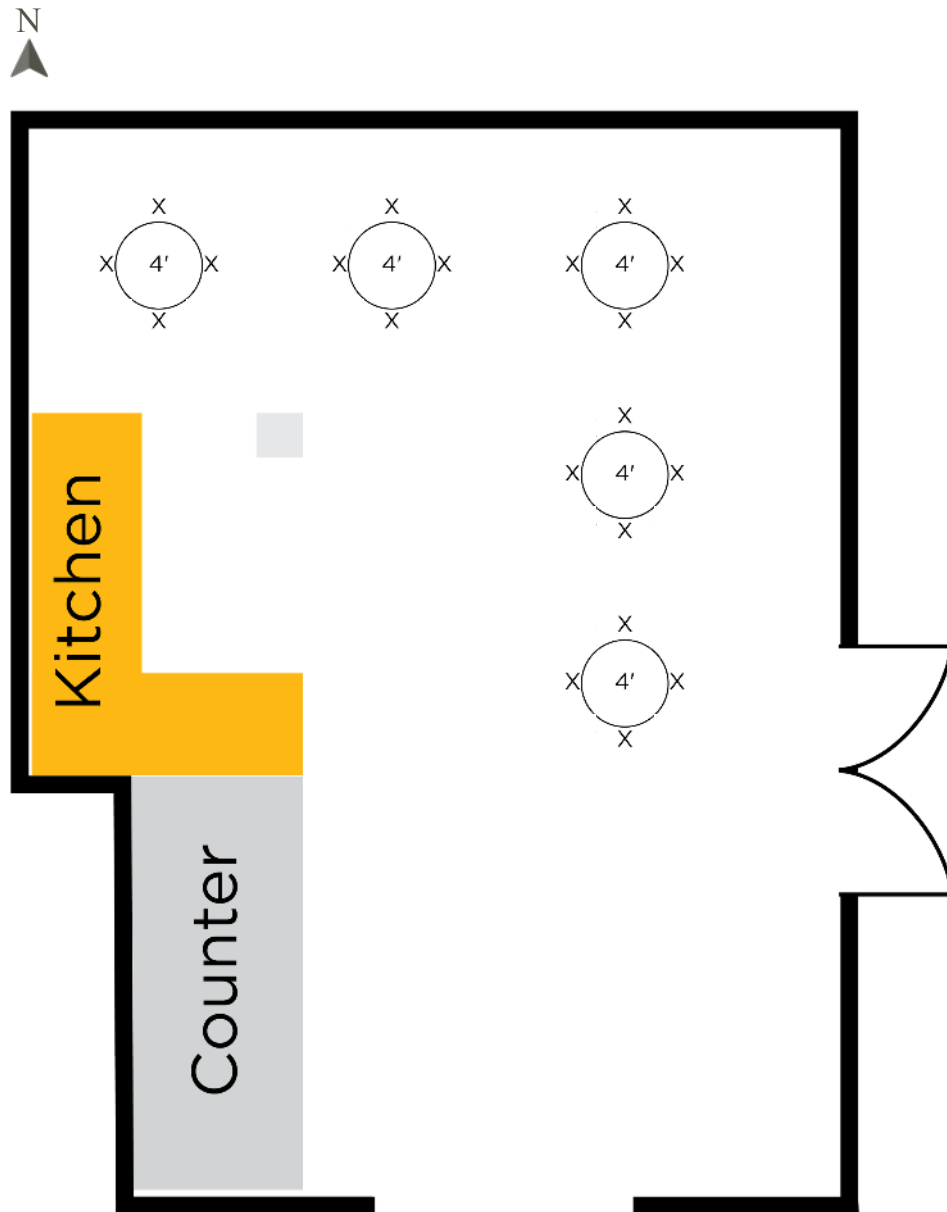
A/V RESOURCES (SELF-SERVE):

- Simple audio/video system
- *Small band with 1 monitor mix & spoken word
- 2 video projectors with screens and DVD player
- HDMI connection only (front or back of room)

*Band requires a technician

H102 KITCHEN

SQUARE FOOTAGE: 773



ROOM CAPACITY: 28 PEOPLE

ROOM RESOURCES:

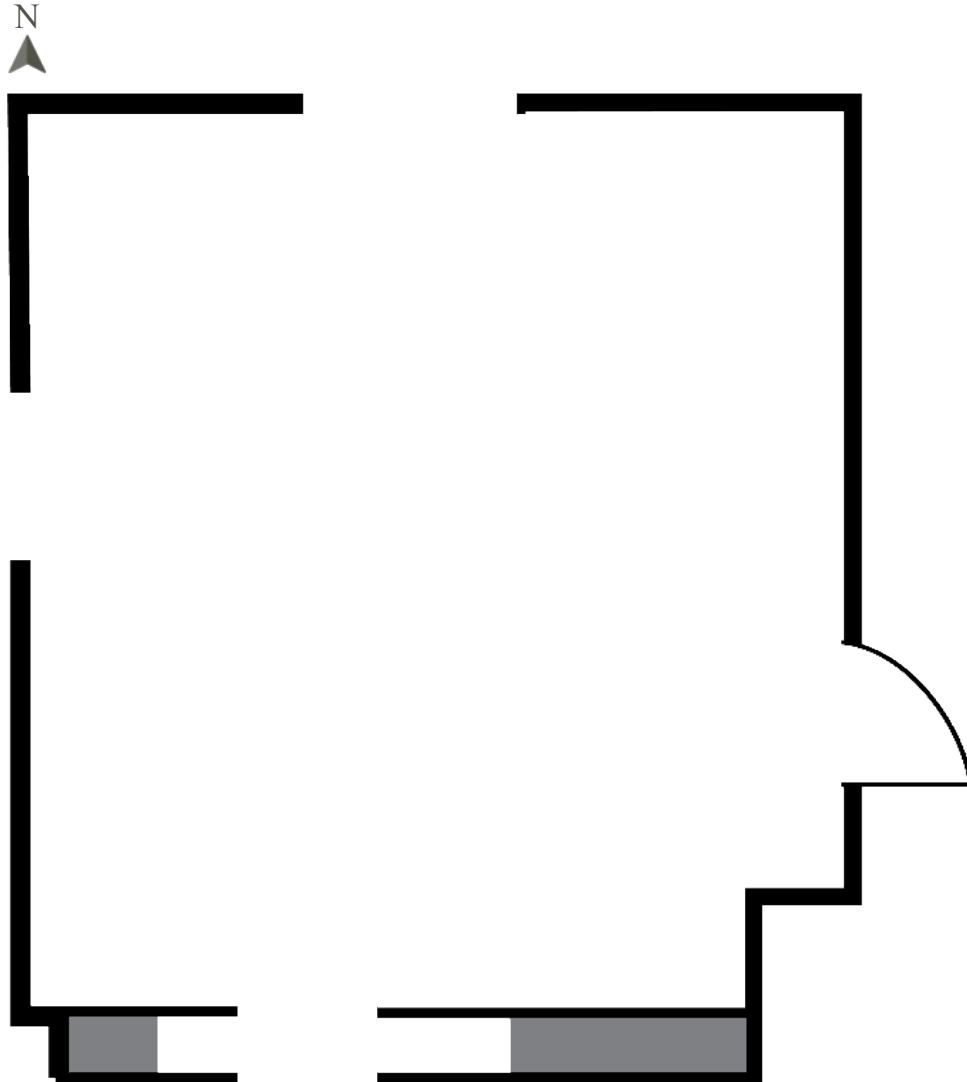
- 28 padded chairs
- (5) 4' round tables
- 2 refrigerators
- 2 microwaves
- 1 stove

A/V RESOURCES (SELF-SERVE):

- TV
- HDMI connection

H103

SQUARE FOOTAGE: 709



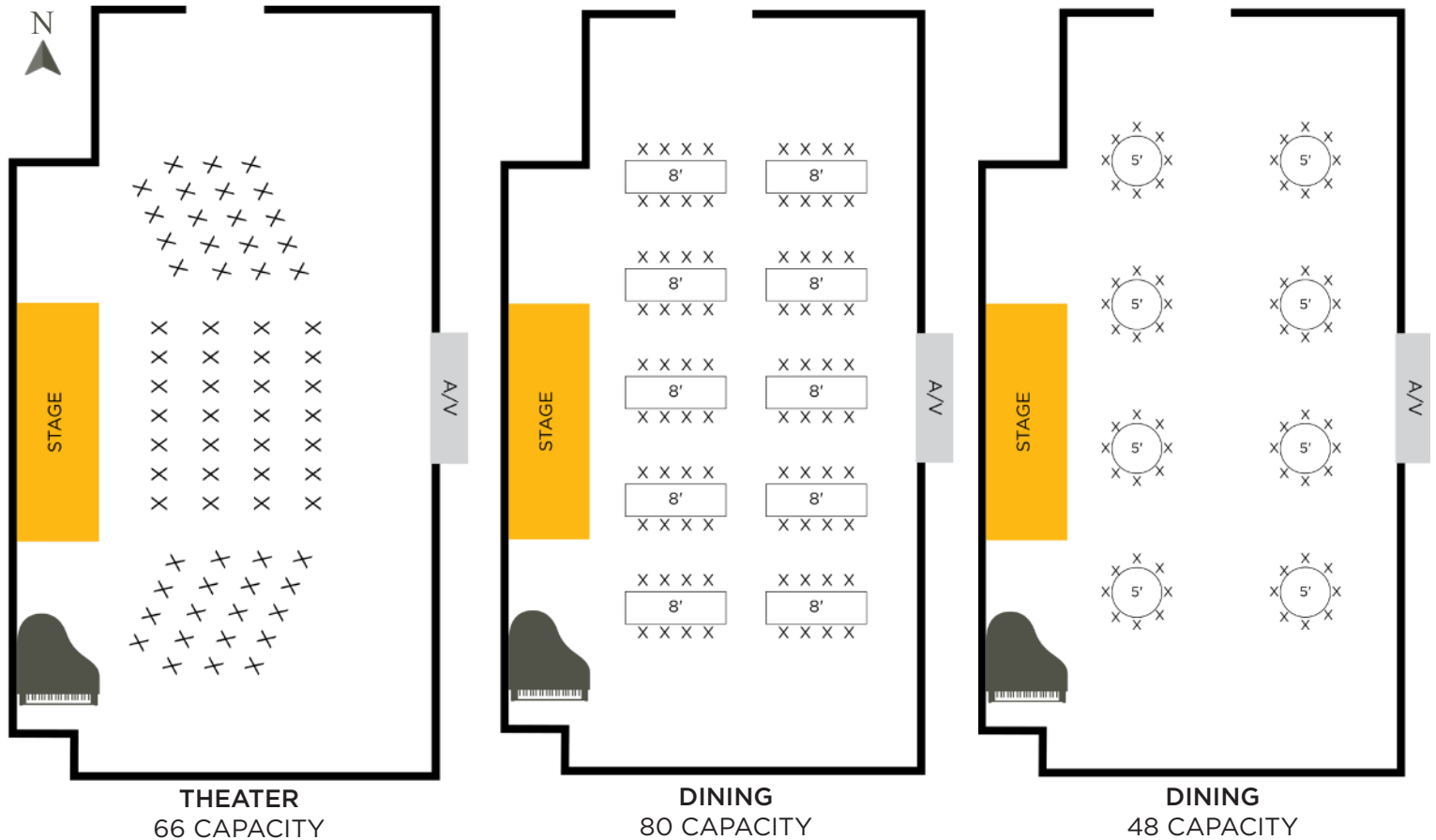
ROOM CAPACITY: 28 PEOPLE

ROOM RESOURCES:

- 14 padded chairs
- (2) 8' rectangle tables
- (2) 4' rectangle tables
- 1 water dispenser

H104

SQUARE FOOTAGE: 1,475



ROOM CAPACITY: 80 PEOPLE

ROOM RESOURCES:

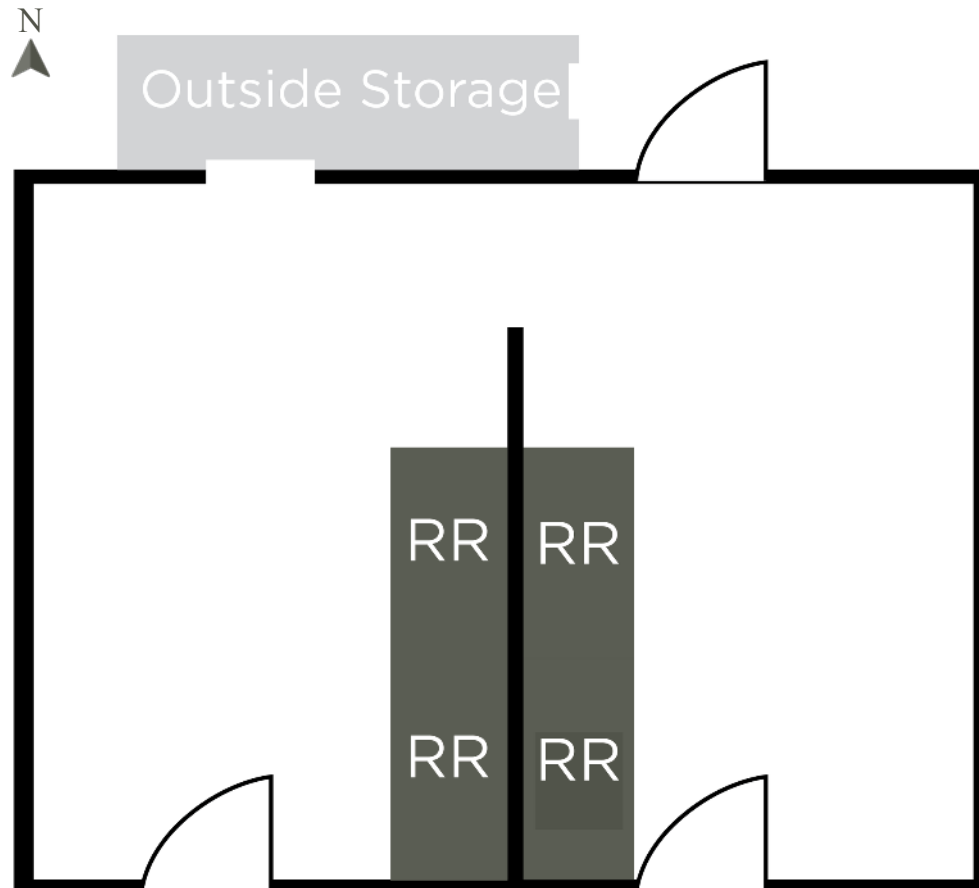
- 88 padded chairs
- (14) 8' rectangle tables
- (7) 5' round tables
- (3) 4' round tables
- Piano
- Podium
- 1 whiteboard

A/V RESOURCES (SELF-SERVE):

- Simple sound system with microphones
- Video projector with screen and DVD player
- HDMI connection only (front or back of room)
- Mini plug (headphone jack)

H106

SQUARE FOOTAGE: 676



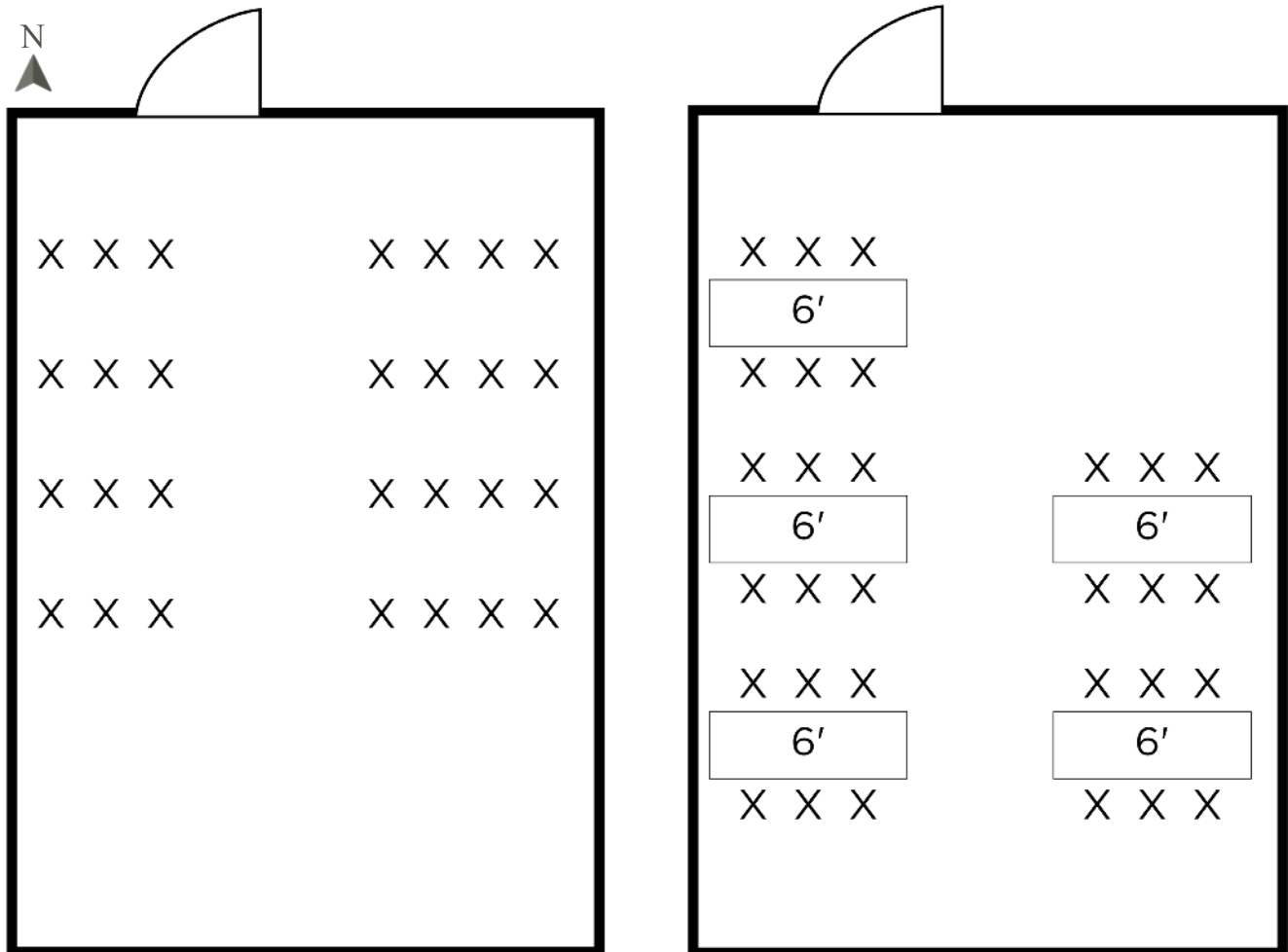
ROOM CAPACITY: 20 PEOPLE

ROOM RESOURCES:

- 20 padded chairs
- (1) conference table
- 1 refrigerator
- 1 sink

H107

SQUARE FOOTAGE: 730



ROOM CAPACITY: 30 PEOPLE

ROOM RESOURCES:

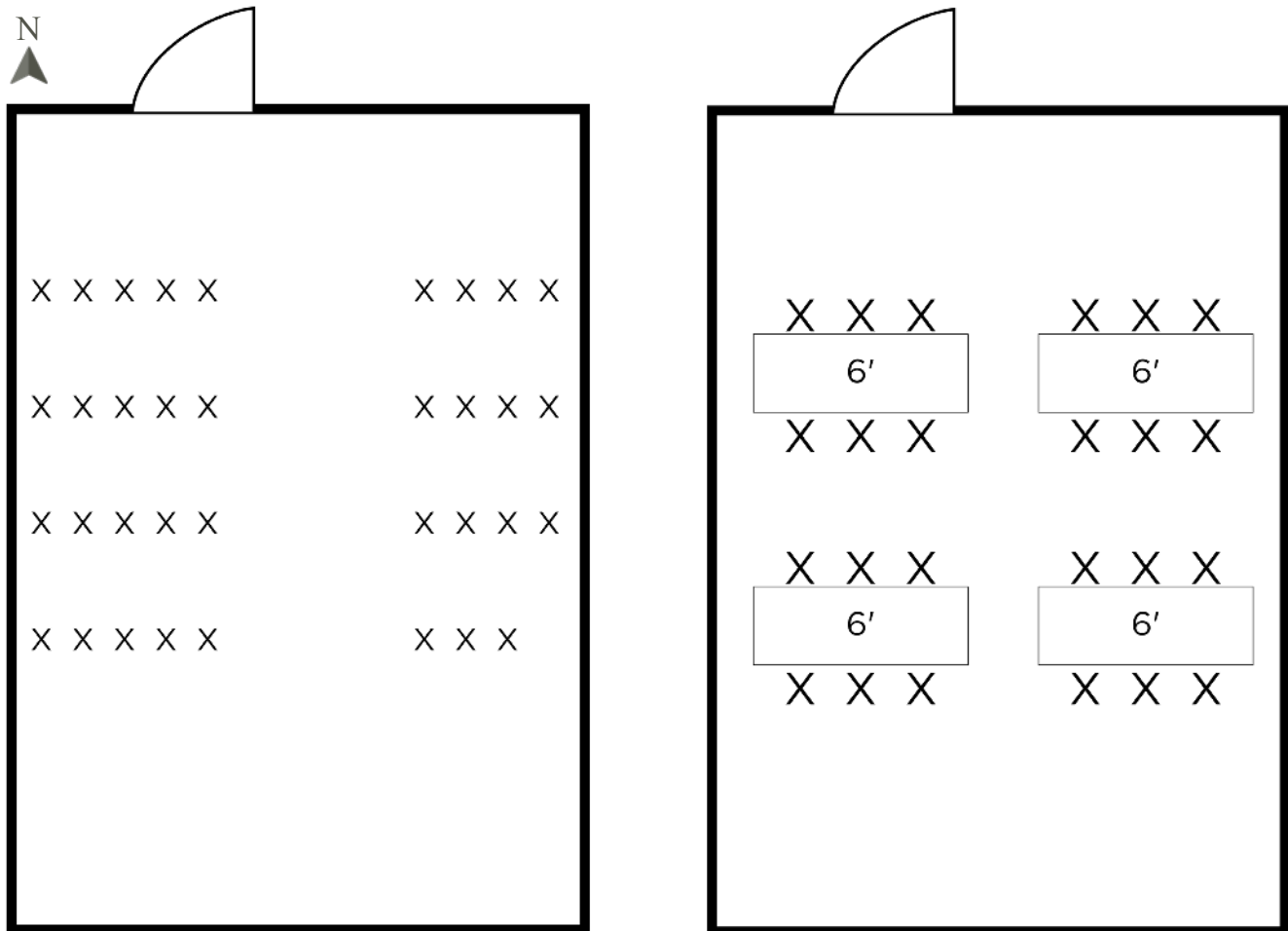
- 32 padded chairs
- (5) 6' rectangle tables
- (9) 4' rectangle tables
- 1 whiteboard

A/V RESOURCES (SELF-SERVE):

- TV with DVD player
- HDMI connection only (front of room)
- Mini plug (headphone jack)

H108

SQUARE FOOTAGE: 644



ROOM CAPACITY: 35 PEOPLE

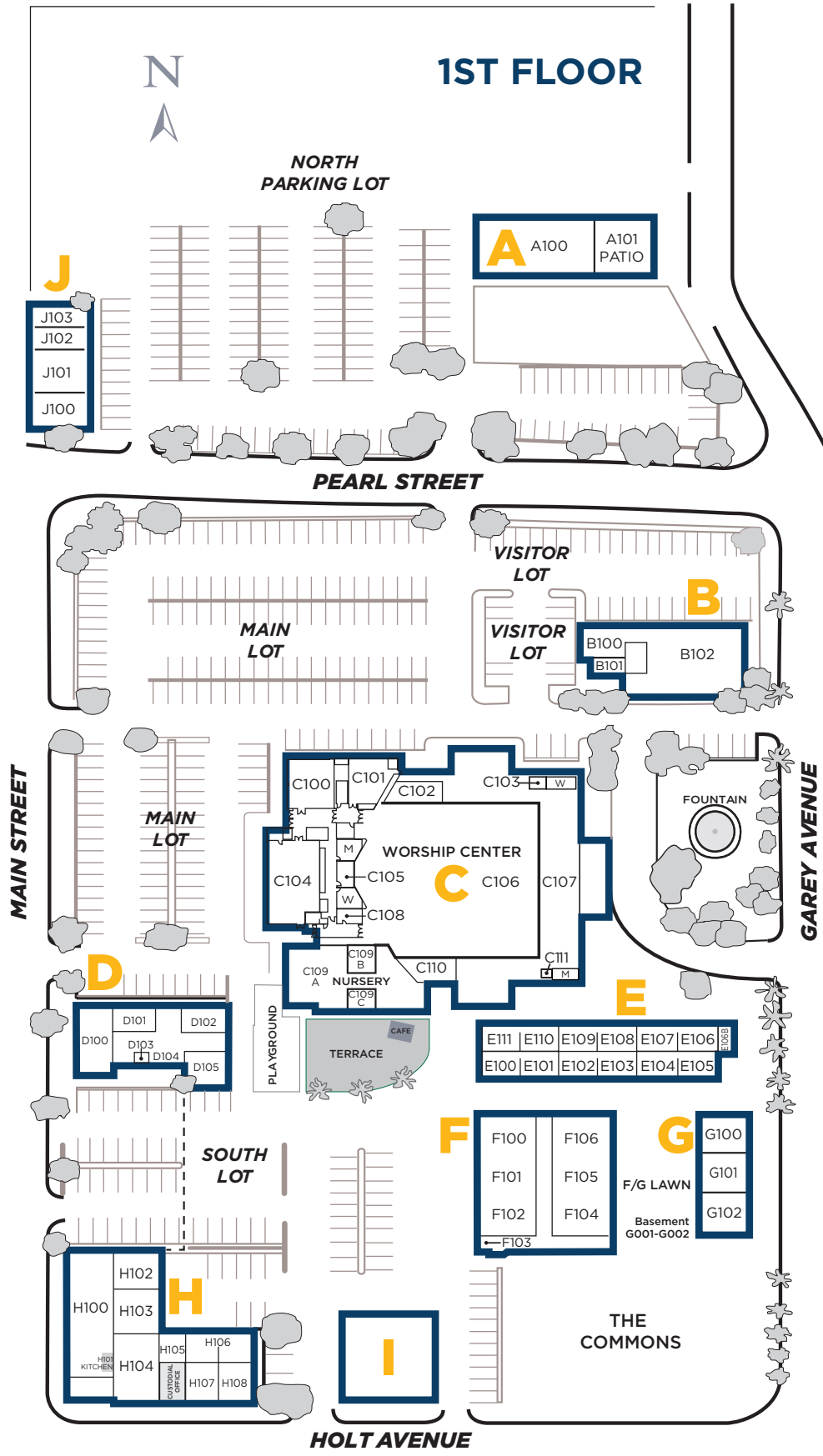
ROOM RESOURCES:

- 24 padded chairs
- (4) 6' rectangle tables
- (8) 4' rectangle tables
- 1 whiteboard

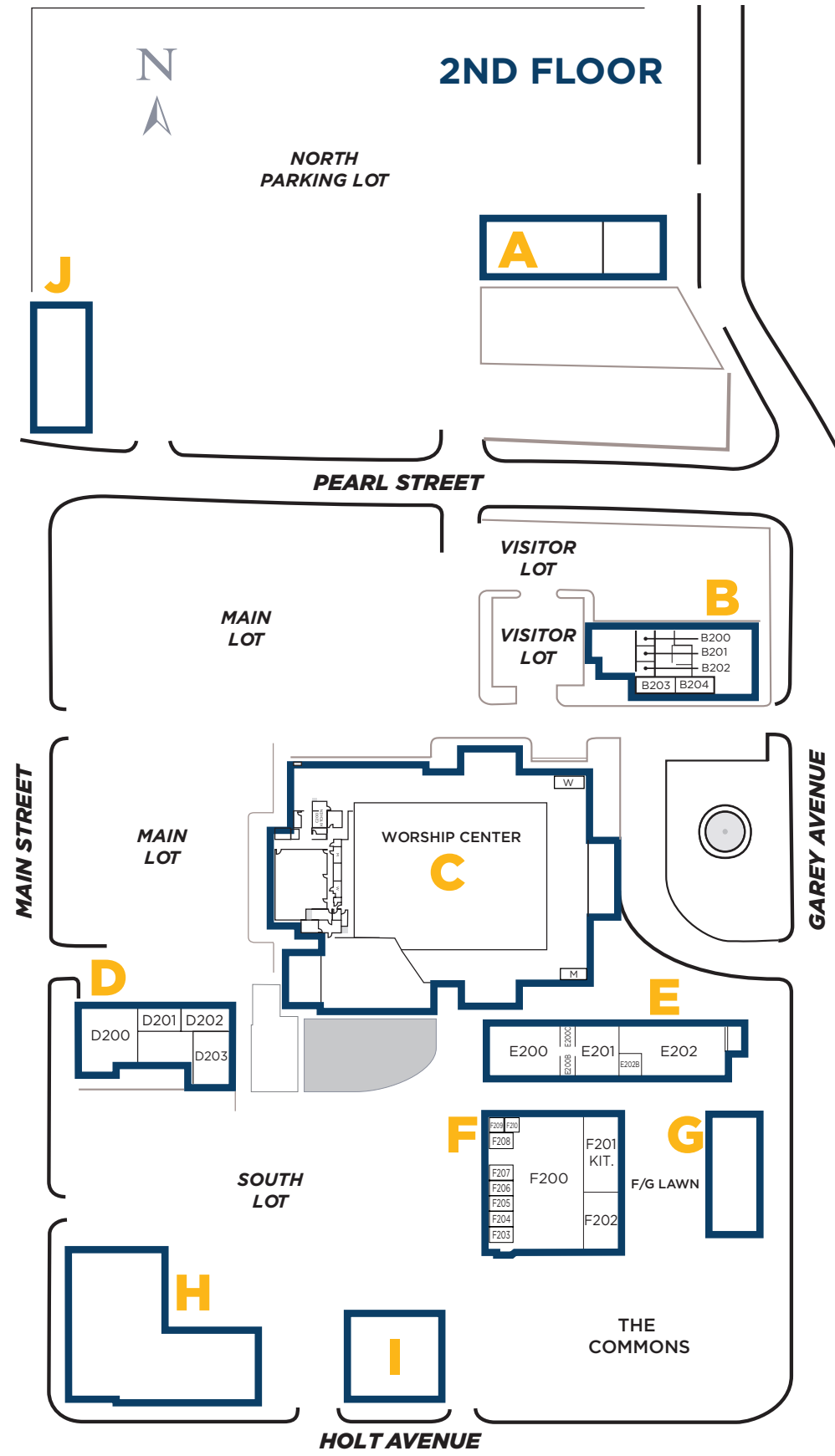
A/V RESOURCES (SELF-SERVE):

- TV with DVD player
- HDMI connection only (front of room)
- Mini plug (headphone jack)

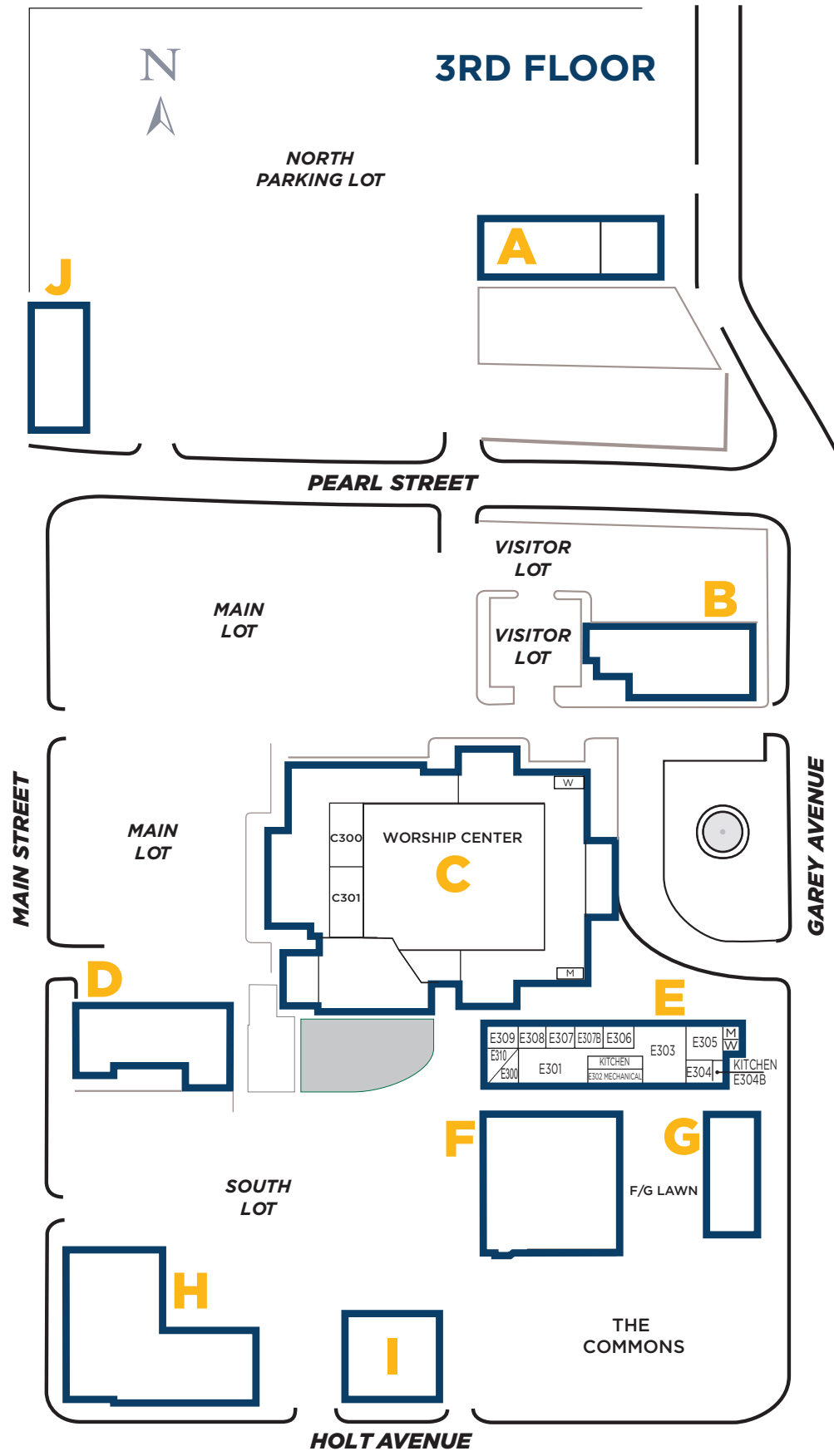
CAMPUS MAP

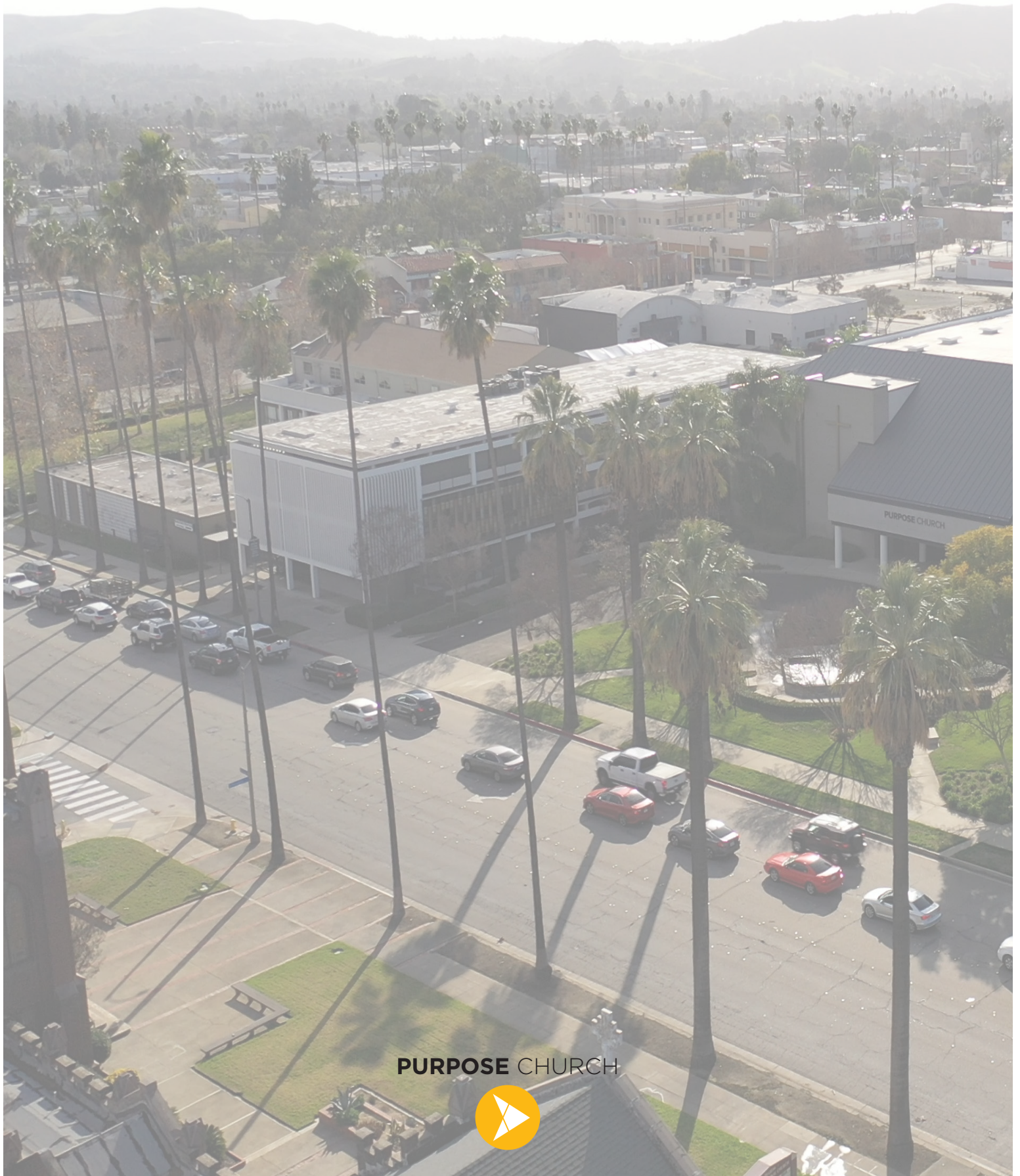


CAMPUS MAP



CAMPUS MAP





PURPOSE CHURCH

