

Room Request Procedure

In order to reserve a space in our church facility, you must fill out a Room Request Form (RRF) online. The Orchard Arlington Heights RRF can be found online at theorchard.church/forms. Click the link to open the online form and follow the instructions below to complete your room request.

- **Contact:** Provide your name, email address, and phone number.
- **Title:** Provide a title for your ministry or event that you are requesting a room(s) for. For example, "Hansen LIFE Group" or "Community Care" or "Christian Perspectives." Please also provide a brief description of your ministry or event.
- **Date:** Enter the date of your event. If this is a recurring ministry or event and you need to select multiple dates, just enter the first date for this recurring ministry.
- **Time:** Fill in the start and end time for your event or ministry. If this is a recurring ministry or event, this will be the start and end time for every time your ministry meets. If you need to request rooms for multiple different times than the time you've entered, then you'll need to submit separate Room Request Forms.
- **Advance access:** If you need advance access to your reserved room in order to set up or prepare for your event, enter a *Begin Setup* time for when you will need advance access.
- **Clean up:** If you expect you will need time to clean up or tear down after your ministry or event, enter an *End Teardown* time for when you expect to finish.
- **Recurring events:** If this is a recurring ministry or event, under *Event Recurrence Rules* select *Custom*. Then, click to select each date on the calendar when your ministry or event will occur. Use the arrows to move forwards or backwards a month. Please do not request dates more than 12 months in advance.
- **Attendees:** Enter the estimated number of attendees at your ministry or event.
- **Set-up:** Describe how you would like each of your requested rooms set up. If you would prefer to draw a set-up diagram, you can download a blank set-up diagram and upload up to 4 completed diagrams to the Room Request Form. If you need to upload more than 4 diagrams, you may email all the diagrams to Carl Johnson at cjohnson@theorchard.church. If you are unable to upload a set-up diagram digitally, you may bring a paper copy of the diagram to the church office, addressed for Carl Johnson.
- **Rooms:** Once you have completed all the above steps, click *Next* at the bottom of the form to proceed. Now you may click next to each room to add that room to your request. Some rooms may already be reserved during the day(s) and time(s) you are requesting. This will be indicated by the word **Conflicts**. Even if there are scheduling conflicts, you may still submit the request form, and a staff member will contact you to determine if these scheduling conflicts can be resolved. If you need to request different rooms for different times, you will need to submit multiple Room Request Forms.
- **Submit:** At the bottom of the form, click *Submit Event* to submit your Room Request Form. A staff member of The Orchard will follow up with you shortly. For any questions, please contact Carl Johnson, Director of Campus Operations at The Orchard Arlington Heights, at cjohnson@theorchard.church or 224-764-4036.