

# Heritage Hill Procedure for Using the Facility

The purpose for the Master Calendar Request Form is to enable us to utilize the facility to its fullest, yet not intentionally overbook any part of the church. As we continue to grow and host more events at the church, the need for an organized system to keep everything running smoothly grows almost exponentially. The system has actually been in place for several years, handled in large measure behind the scenes—we are now simply formalizing that process. **Every activity** must be documented and facility use coordinated and approved. Here is the procedure:

1. Fill out a **Master Calendar Request Form** located in the office Master Calendar Binder or at [www.heritagehillchurch.net](http://www.heritagehillchurch.net) at the bottom of the home page.
2. Submit it to the office either in blue mailbox (Calendar Request) or via U.S. mail.
3. Leave contact info (email or cell phone) for a response and approval.
4. If there are multiple reservation requests for a particular day/area of the church, we will attempt to accommodate as many as possible by working with the individuals/groups to see if adjustments can be made that result in everyone being able to have a successful event. If the events cannot run concurrently, then priority will go to Heritage Hill church events and members, then outside groups. If the priority is the same, then the person/group who submits their request first will prevail.
5. Your event will then be placed on the Master Calendar (on the wall of the office) and the google calendar on line which can be viewed at [www.heritagehillchurch.net](http://www.heritagehillchurch.net) and click on the “Church Calendar” tab near the top of the home page.
6. Every event that takes place in this facility must be documented.