

All room reservations will be requested via our Church website. All requests will be taken on a first come-first serve basis. As soon as a request is placed, a hold will be placed on the room and time requested. Once the office administrator reviews the request, the reservation will either be confirmed or denied. If denied, the room and time will become available once again.

Process:

I. Start on our website:

- <http://stangelabreachurch.org>
- From the *About Us* menu, select *Room Reservations*



II. Select a room from the list

- Note the room capacity is adequate for your event
- Click "View on Map" to see where the rooms are located.
- Click "Reserve"



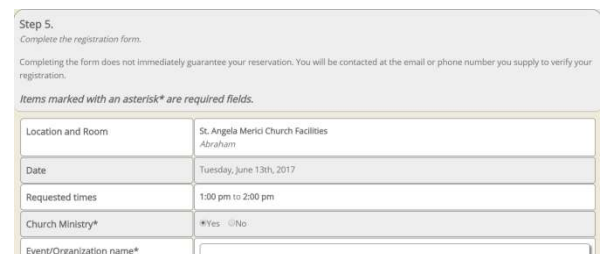
III. Follow the instructions to select the date and times

- Click on the date in step 3
- Click on the desired time intervals in step 4
- Note that if your room is not available during the desired time, you can either contact the ministry that currently has it reserved to arrange a trade, or select a different room in step 2
- Click the button "Click here when you are finished"



IV. Complete the form

- Note that if the event is not for a Church ministry, you will be asked to provide your church envelope number.
- Fields with an asterisk are required.
- Select amenities (i.e. restroom) if needed.
- Submit when complete



V. Confirmation

- Review confirmation screen. You will also receive an email with the same information.
- Remember this is only a request at this point. Once the administrator reviews your request, you will get another email indicating whether your request was approved or denied.
- You must contact the office for any changes to your reservation request once submitted.

