

## Guidelines for Usage of FCCC Facilities

*The facilities of Faith Chapel Christian Center are available to all vision partners and employees for meetings and events that support the organization. In order to provide a high level of service, it is imperative that everyone work together. Below you will find some general guidelines to use prior, during and after utilizing FCCC facilities.*

### **GENERAL GUIDELINES**

- Cancelled Meetings or Events. If a meeting or an event has been cancelled, please login into the room scheduling system and cancel the room immediately. This alerts the Facilities team that the facility needs to be secured. By not cancelling the room, unauthorized people would have liberal access to the facility.
- Complete the Rooms Request Form found at [www.faithchapel.net/forms](http://www.faithchapel.net/forms) and email to [rooms@worddome.net](mailto:rooms@worddome.net) Be aware that EMS captures a specific need – the scheduling and setup of the room. Be sure all setup needs (tables, coolers, ice) are added to the original room reservation 2 weeks prior to the event. Also, for the services of additional ministries, utilize the appropriate form within the appropriate time frame indicated by the ministry (i.e. Audio, Interior Design, and Divine Events).
- Make reservations 2 weeks in advance prior to the event/meeting. This is very important to ensure space is available. Also, include the setup and break down time. The facility team will electronically adjust the doors. Doors are not to be propped open at any time for a meeting or an event, animals in the area will enter the facility and unauthorized people would have liberal access to the facility.
- Make reservations 30 days in advance prior to any **large** event/meeting (100 or more people). This is very important to ensure the space is available and that proper planning for the event/meeting is in place (i.e. setup/breakdown, cleaning, etc).
- Only confirmed meetings/events should be scheduled; ‘tentative’ holds on space should not be made.
- Report any maintenance problems that you find to [facilities@worddome.net](mailto:facilities@worddome.net)
- If you are using a room that has been reserved by another group, extend them the courtesy of relocating your meeting.

*Just Be: Worship, Word, Witness*

P. O. Box 8325 | Birmingham, Alabama | 35218  
[www.faithchapel.net](http://www.faithchapel.net) | (205) 785-WORD (9673)

**Additional Campus B (Word Dome) Information:**

- All meetings and rehearsals will utilize the door to the far left of Area A (Main Lobby) for entrance and exits. This door does have badge scan access but will be programmed according to confirmed meetings and times.
  - Please communicate this to your respective team and ensure that everyone is entering and exiting out of this door.
  - Please do not place any signs to indicate the unlocked door or prop the door open. This will defeat the safety measures put in place.
- The side entrances at campus B are now being used by the VIP ministry for first time visitors on Sundays.
  - Due to the size of both side entrance areas, facilities ask that all other ministries utilize the front lobby to recruit or sell goods.
  - If weather permit, ministries can recruit or sell goods outside of campus B side entrances.

**Operating Hours:**

- Please ensure to schedule events and room requests within the operating hours of Faith Chapel. The building will be secured and considered closed following the schedules listed below and any other times that there are not any confirmed meetings:

**Dome (Campus B)**

Sunday 7:00 am – 2:00 pm

Monday thru Friday 9:00 am – 9:00 pm

Saturday 9:00 am – 2:00 pm

**The Bridge (Campus B)**

Sunday - 7:00 am – 3:00 pm

Monday - 7:00 am – 5:00 pm

Tuesday thru Thursday - 7:00 am – 8:30 pm

Friday - 7:00 am – 5:00 pm

Saturday – Closed for reserved events

For information about reserving space at The Bridge, email [bridgemaintenance@worddome.net](mailto:bridgemaintenance@worddome.net)

**Campus A, Zeal, and The Rock**

Sunday 8:00 am – 2:00 pm

Monday thru Friday 9:00 am – 9:00 pm

Saturday 9:00 am – 9:00 pm

**\*Special church wide events will be granted time frame exceptions\***