



**EMMANUEL CAMPUS FACILITY  
SPACE REQUEST PROCESS**

**Ministry leads and active Church members holding personal events (wedding anniversary, birthday celebration, etc. )**

- Emmanuel Church member can access Facilitron.com to determine room availability (optional)
  - Search for classroom, athletic field or venue
    - What kind of space do you need? << Emmanuel Baptist Church - San Jose>>
    - Click <<Search>>
    - Enter facility (room you want to reserve))
    - Search for date on the calendar
    - Check for available times (Do not place in cart)
  - Place time and date on Space Request
- Complete and submit Emmanuel Facility Space Request Form
  - Form is attached or can be found on church website @ [www.emmanuelbc.org](http://www.emmanuelbc.org) <<space request available on the website>>
  - Submission to church office or email: [receptionist.emmanuelbc@gmail.com](mailto:receptionist.emmanuelbc@gmail.com)
- Administrator (church receptionist) will reserve room in Facilitron, using admin capability
- Notification that room has been reserved will be through email via Facilitron (if email provided) or by phone

Rate: No Charge

Note: Church Activities will have priority over personal events (per Emmanuel Policies and Procedures - Section XI). Facilities Maintenance set-up and clean-up. Church Membership subject to verification by administrator.

=====

**Active Emmanuel Member – non-personal event usage / Non-Profit (community organizations that are not commercial in nature).**

- Requestor can access Facilitron.com to
  - Search for classroom, athletic field or venue
    - What kind of space do you need? << Emmanuel Baptist Church - San Jose>>
    - Click <<Search>>
    - Enter facility (room you want to reserve)
    - Search for date on the calendar
    - Check for available times (Do not place in cart)
  - Place time and date on Space Request
- Complete and submit Emmanuel Facility space request form
  - Form is attached or can be found on church website <<space request available the website>>
  - Submission to church office or email: [receptionist.emmanuelbc@gmail.com](mailto:receptionist.emmanuelbc@gmail.com)
  - Deposit amount included with the space request submission? <<will follow current process>>



- Administrator (church receptionist) will reserve room in Facilitron, using admin capability
- Notification that room has been reserved will be through email via Facilitron (if email provided) or by phone
- Final payment will be submitted x days before the event?/after the event? <<will follow current process>>
- *Price includes Facilities Maintenance set-up and clean-up.*

The following rates apply:

<b>Facility Reservation Fees (hourly rates)</b>	
<b>3-hour minimum charge</b>	<b>Level 2 Rate</b>
Educational Bldg. Classrooms	\$20.00
FLC Classrooms	\$20.00
FLC Conference Rooms	\$20.00
Agape Hall (includes kitchen)	\$55.00
Sanctuary (includes 3 microphones, 1 AV slide)	\$140.00
FLC Banquet Room / Gym *	\$180.00
FLC Kitchen	\$40.00
FLC Gym Only (gym floor only) *	\$95.00
<b>Additional Fees</b>	
<b><u>Facility Usage Deposit</u></b>	
A deposit fee is required to hold the date of the event on the calendar	\$xx.00
<b><u>Facility Attendant</u></b>	\$20.00/hr. per staff member
Might be required depending on the event	
<b><u>Security Guard</u></b>	\$20.00/hr. per staff member
Might be required depending on the event	
<b>Cancellation Fees</b>	
Within seven (7) days or fewer of reservation date	50% of deposit
Less than 48-hour notice	100% of deposit

*Price includes Facilities Maintenance set-up and clean-up.*



**Non-member or Commercial for profit usage.**

- Requestor will access Facilitron.com to make room reservation. Account name and password will need to be created to make room reservation.
  - Search for classroom, athletic field or venue
    - What kind of space do you need? << Emmanuel Baptist Church - San Jose>>
    - Click <<Search>>
    - Enter facility ((room you want to reserve))
    - Select date on the calendar; Select for available times
    - Add to Cart
  - Place time and date on Space Request
  - Add more facilities (rooms) for the same dates and times? <<Yes or No>>
  - Click <Checkout>>
  - Answer questions
  - Click on Continue
  - **Financial and Insurance pages**
  -
- Room will be reserved automatically and notification will be sent via Facilitron
- *Final payment must be submitted before the event.*
- Deposit refunded after the event, pending the final walkthrough and approval from facility manager.
- For questions contact Emmanuel Church Office @408-272-1360

The following rates apply:

<b>Facility Reservation Fees (hourly rates)</b>	
<b>3-hour minimum charge</b>	<b>Level 3 Rate</b>
Educational Bldg. Classrooms	\$25.00
FLC Classrooms	\$25.00
FLC Conference Rooms	\$25.00
Agape Hall (includes kitchen)	\$75.00
Sanctuary (includes 3 microphones, 1 AV slide)	\$185.00
FLC Banquet Room / Gym *	\$240.00
FLC Kitchen	\$50.00
FLC Gym Only (gym floor only) *	\$125.00
<b>Additional Fees</b>	
<b>Facility Usage Deposit</b>	\$xx.00
A deposit fee is required to hold the date of the event on the calendar	
<b>Facility Attendant</b>	\$20.00/hr. per staff member



Might be required depending on the event	
<b><u>Security Guard</u></b>	\$20.00/hr. per staff member
Might be required depending on the event	
<b>Cancellation Fee</b>	
Within seven (7) days or fewer of reservation date	50% of deposit
Less than 48-hour notice	100% of deposit

*Price includes Facilities Maintenance set-up and clean-up.*

*Emmanuel Baptist Church reserves the right to refuse facility usage for activities that are contrary to our beliefs.*

*Fees subject to change at discretion of EBC Trustee Board*

*Effective: January-2023*