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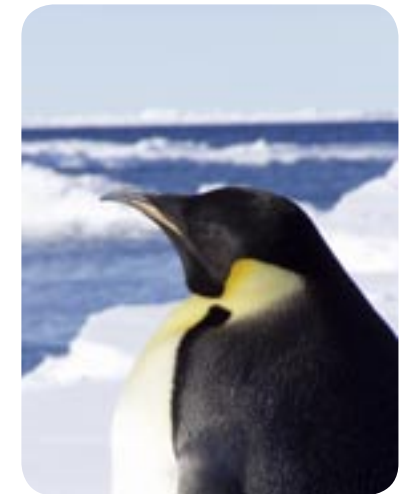


VINEYARD

CHRISTIAN CHURCH OF EVANSTON

"How To" Guide

for using resources at
the Evanston Vineyard



This is a guide for leaders and members of the Evanston Vineyard showing the steps to take so we can best utilize the resources at 2495 Howard Street.

Reserving rooms for ministry events

Call or E-mail Ellen Hallin (ellenh@evanstonvineyard.org) at the church office. Have ready the details of your event including time, how many people will be there, and if you need any extra resources such as tables, a/v equipment, etc. Reserve your rooms early since we are on a first come, first served basis.

Reserving rooms for non-ministry event

If space is available, we do make rooms available for non-ministry events such as parties, receptions, and community meetings. (Priority goes to Evanston Vineyard ministry events.) There is a building rental fee for these events. Call or E-mail Ellen Hallin at the church office with the event details.

Auditorium: \$500.00 members;
\$1000 non-members

Lobby: \$100.00 plus \$3.00/person

All other rooms: \$25.00 plus \$3.00/person
\$100.00 deposit required if food is served

Using Kitchen Facilities

You may use our kitchen facilities for your events (coffee makers, microwaves, dishes etc.). When you are reserving your room(s), let Ellen Hallin know that you would like to use the kitchen. For kitchen privileges, your event must have a hospitality coordinator who has been trained in using our kitchen appliances. All cooked food served must be prepared by a licensed caterer. Events cannot be booked until a hospitality coordinator is in place. All dishes, coffee makers, carafes, etc. must be cleaned and put away after the

event.

Using Audio/Visual systems

To use the full a/v systems in the seminar room, lobby, kid's auditorium or auditorium you must book an Evanston Vineyard trained audio staffer to run the system. The church office can provide names of these individuals. There is a simple system in the seminar room that can be used by a ministry leader or technically inclined volunteer.

Placing ads in the Sunday program

Please send all ad requests to the office via E-mail to both ellenh@evanstonvineyard.org and cathye@evanstonvineyard.org. If this is a new ministry or event, please make sure your ministry leader or supervising staff pastor is aware of the ad. You may request a more visible box for your ad. Placement in a box is on a first come, first served basis.

Requesting verbal or video announcements at the Sunday services

We have limited time each service to highlight upcoming events. So if you would like your event highlighted please forward your request to the church office at office@evanstonvineyard.org or call Bill Hanawalt at 847-328-4544. Please put your request in as far in advance as possible so we can accommodate you.

Reserving sign space in the building

If you would like to promote your event by posting a sign in one of our sign holders over the drinking fountains or in the rest rooms, call or E-mail Ellen Hallin at the church office.

Ministries are responsible to create their own sign designs. The church can print them off at the office and hang them for you. First come, first served.

Reserving table space on Sundays

If your ministry would like to reserve a lobby table on Sunday mornings to promote your event, call or E-mail Ellen Hallin.

Weddings

The auditorium and lobby may be rented for weddings and receptions. There is a member fee schedule and a non-member fee schedule. To reserve space, contact Ellen Hallin. See detailed fee schedule located in "non-ministry event room reservations". In addition to standard fees, there are additional charges of: \$250.00 for (required) Vineyard wedding coordinator; \$100.00 for sound technician; \$25.00/hour for (required) custodian.

Funerals

You may also rent space for a funeral. The fee is waived for members. To reserve space, contact Ellen Hallin. See detailed fee schedule for non-members located in the "Reserving rooms for non-ministry events" section of this pamphlet.

Evanston Vineyard Office Contact Info:
(847) 328-4544
office@evanstonvineyard.org