

FAQ: Facility

Woodcreek Church | info@woodcreekchurch.com

How can Woodcreek Ministries reserve rooms for meetings and classes?

All room reservations for Woodcreek Ministries must be made by a Woodcreek staff member through the Planning Center Calendar. This ensures the room's availability and that climate control and other necessary arrangements are scheduled.

What do I need to know about setting up my event?

When creating your event in Planning Center, add any required setup time. If setup is more than 3 hours before the event, approval from the Office Manager is needed. Also, request childcare and audio/visual tech support in the "Room and Resources" section if needed.

How should I handle audio/visual needs?

If audio/visual needs are not immediately clear, indicate "TBD" in the A/V fields when requesting resources. All A/V support details must be finalized at least 10 days before the event.

What responsibilities do Staff Ministry Leaders have?

Leaders must ensure the appropriateness of the material presented and oversee the facilitation of events and classes. This includes preparing resources and possibly training a "Keyholder" volunteer for weekly oversight.

What is expected after the event?

Rooms and supplies should be returned to their original condition and location. This includes turning off lights and projectors, resetting furniture, cleaning dishes, and handling trash.

Can non-Woodcreek meetings or events use the facility?

Yes, but they must secure a Staff Sponsor who will handle all facility, childcare, and A/V needs through Planning Center Calendar. The Staff Sponsor must be present throughout the event for supervision and cleanup. This is a huge commitment and may be difficult for our busy teams. Often, space for non-Woodcreek meetings and events is not available due to the full calendar of Woodcreek Ministries.

What about larger non-Woodcreek events?

These require additional staff management and resources. All requests should be made 6-9 months in advance and follow Woodcreek guidelines. Large events may incur fees and need approvals across multiple ministries.

What are the guidelines for childcare during events?

Our Kidcreek team has developed minimum requirements for childcare to ensure the safety of children at events. If children will be present without constant visual supervision by a parent or guardian, please contact the Kidcreek team for guidance.

Why can't Woodcreek host all event requests?

Our campus is primarily dedicated to supporting our ministry activities. Given the volume of ministry-related events and the physical limitations of our facilities, we must prioritize events that align directly with our mission and ministry goals.

What about hosting weddings at Woodcreek?

Weddings at Woodcreek are a beautiful celebration of commitment under God. However, to maintain the focus on our community, wedding ceremonies are reserved for church members. This policy helps us manage our resources and support our congregation in a meaningful way.

Can funerals be held at Woodcreek?

In honoring the lives of our community members, funeral services at Woodcreek are also reserved for church members. This allows us to provide a supportive and intimate setting for families during their time of loss.

How can I find out if my event can be hosted at Woodcreek?

We recommend reviewing our Facility Use and Reservation Guidelines available on our website. If your event aligns with our ministry goals and if space permits, we encourage you to submit a request through the designated process outlined in our guidelines.

What steps should I take to request a room or facility for an event?

All requests should be submitted through our Planning Center Calendar by a Woodcreek staff member. This ensures proper scheduling, resource allocation, and approval by an administrator.

Are there any exceptions to these policies?

We understand that each request is unique. While our policies are in place to guide the use of our facilities, exceptions are considered on a case-by-case basis. We encourage open communication with our staff for any special considerations.