



## The Gathering Place – Room Booking Process

As we continue to grow, and God continues to bless us with use and new rentals of The Gathering Place, we found it necessary to put in place a process with the building manager, Lori Tracey, that will help avoid confusion in reserving rooms and avoid double bookings. So everyone is on the same page, the process for room usage (or rental) is:

1. All requests need to be put in an **email** to Lori Tracey ([lorithegatheringplace@hotmail.com](mailto:lorithegatheringplace@hotmail.com)) and copied to the church office ([churchoffice@oakridgecc.org](mailto:churchoffice@oakridgecc.org)).
2. Include the **room** in your request:
  - a. **Name of room:** Patuxent Room – A & B (main sanctuary); Potomac Room – D (larger downstairs room with the stage); Patapsco Room – E (smaller downstairs room).
  - b. **Downstairs classrooms:** Use the classroom number (on the wall outside each room).
3. Include the **date(s)** you need, and if you have an **alternative date**, include that too.
4. Include the **times** you would like the room for. Be sure to include time for setup and cleanup if needed.
5. **Number of participants** – not absolutely necessary but it helps if a room is already booked and there are alternatives on offer.
6. Wait for **confirmation** from Lori before you start making any plans for your event – this should not take long.

The Gathering Place is a big building. It has a lot of rooms and great space for activities and events. We are really blessed by the ability to tap into its resources for our ministries and events. It is also available to rent privately at reduced rates for members of ORCC. Please contact the church office for more information if you are interested in hosting a private event in the building (weddings, birthday parties, graduation, etc). Thank you for your cooperation in helping to make the best possible use of the building.