

Premises Booking Policy



M I L S O N S P O I N T

CHINESE CHRISTIAN CHURCH
雪梨華人基督教會

(1) Purposes of this Policy

- i. Provide guidelines on booking of church premises.
- ii. Provide guidelines for booking contentions and escalations.
- iii. Raise awareness of DIY Room Booking system – Skedda.

(2) Scope of this Policy

This Policy covers all spaces available for general booking at Milsons Point premises. These include: main church, hall, chapel, Sunday School rooms and kitchen.

The following spaces are unavailable for general booking: garage and Church Office. Any special requests to use these spaces are to be directed to churchoffice@ccmilsonspoint.org in advance for consideration.

Church branch at other locations may be included in this scope as the church grows and the need arises.

(3) Ownership of this Policy

The Church Office owns this policy and is also responsible for its updates. It will consult the Board of Elders to shape the policy.

Any feedback on the policy can be directed to churchoffice@ccmilsonspoint.org for consideration.

(4) Booking Guidelines

| # | Guideline | Rationale |
|---|--|--|
| 1 | DIY | All congregations, ministries and groups are responsible for making their own booking. They should allocate people to perform this role. |
| 2 | Congregations and ministries have priorities | Congregations and ministries align with CCC's mission. They have priority over personal bookings. |
| 3 | Be Considerate of Others' Needs | This is how a Christian should behave. |

(5) Internal Bookings

CCC users can book premises for their congregations, ministries or groups using the DIY system, Skedda (see section 8 for more information).

Pending on availability of premises, CCC users can book premises for personal reasons (e.g. birthday party, wedding, funeral). Requestors are to obtain, complete and return a Premises Booking Form and an Indemnity Waiver to churchoffice@cccmilsonspoint.org.

(6) External Bookings

Pending on availability of premises, external groups may book premises for events (e.g. wedding, funeral, meeting). Requestors MUST obtain, complete and submit a Premises Booking Form and an Indemnity Waiver to churchoffice@cccmilsonspoint.org for consideration.

(7) Contentions and Escalations

Church premises are shared resources. In case of booking contentions, it is encouraged that the parties involved consider each other's needs and constraints in a Christian loving way and sort out the contention among themselves.

Church Office is the point of escalation if required. Depending on the issues, Church Office may engage the Pastoral Team, Ministry Chairperson or Congregation Diaconate in the arbitration process.

Church Office reserves the right to cancel any booking at any time. It will exercise this right if it deems appropriate after consulting the parties involved and consideration of the matter in contention.

(8) DIY Room Booking System - Skedda

Skedda is a third party DIY system which enables users to view room availability and make bookings online anytime, anywhere.

After a period of trial testing by regular room booking requestors, Skedda replaced Google Sheets to be the church's DIY booking system in February 2018. Its commission was announced church wide to inform potential casual booking requestors. It has been running smoothly since then.

CCC users must be registered before they can access the system. To register, email a request to churchoffice@cccmilsonspoint.org with one's Name, Congregation/Ministry and contact number.

Church Office is responsible for maintaining the list of registered users to the DIY system.