

## Protocols for Event & Resource Requests

- **Please communicate the following protocols to ministry overseers and class teachers.**
- Any event that utilizes Calvary Resources comes through the [Event / Room Request Form \(ERF\)](#) which can be found on the Calvary website.
- Any modification of a calendared event comes through the [Change / Cancellation form](#). Utilizing these forms will help us keep orderly records, so that we can become better stewards of resources that God has entrusted to us.
- **Please be considerate** – only reserve resources that you know you will need. If more become necessary, then please take care of retrieving these items yourselves as the need arises. (Tables, chairs, coffee urns, drink dispensers etc)
- As soon as any class or event is over for the day, please diligently police the area that you have used. Pick up / empty trash, vacuum, and straighten the tables and chairs. This is very basic consideration for space and resources that belong to the Lord.
- Before filling out any resource requests through the ERF, please review the [Classroom Configurations Document](#) which you will see on the Admin page of the CWC website. These configurations are primarily for all the classrooms in the main building.
- If you have a class that meets in any of the classrooms in the student building, please return the class to the configuration that is reflected by the picture on the wall next to the door. Please do this every time you use one of these classrooms.
- If you need to have a Wufoo form created for any reason, please fill out the Wufoo request form which will be on the Admin page of the CWC website. This is a very short and simple form that will provide you with space to describe the items you will need on your Wufoo.

**1 Corinthians 14:40 – “Let all things be done decently and in order”.**