Instruction for booking space at SJBC

MIDAS is the software that organizes SJBC facility use. It is like a calendar for the building! ☺ Office staff and ministries add meetings, events and functions to the building calendar MIDAS to avoid conflicts for those seeking to use certain rooms.

The facilities manager is the authority regarding facilities use and will be responsible for events such as weddings, funerals, rehearsals, ministry/ cluster meetings, workshops, member and non-member events. Please follow the below steps to reserve space.

1. **Contact the Facilities Manager**

**Rev. John West**

**jwest@stjohnbaptistchurch.org**

**410-992-6977**

Each booking needs the following information:

 Name of event

Date of event

Number of attendees

Description of event

Resources

Room set up

Contact Information for person in charge on day of

1. **Deleting a booking/ space:**

Should you need to cancel a facility booking, please contact Rev. John West as soon as possible. Note that cancelling a booking does not always mean the ‘event’ itself is cancelled. Deleting it from MIDAS simply cancels the *room**booking*. This does not cancel the event.

1. **Day of event:**

On the day of the event, the contact person will check in at the information desk located in the Narthex. Once checked in you will be directed to the space that has been reserved for you. Should you need any modification to the room, please let the staff at the information desk know and we will make any adjustments needed.