



RALEIGH INTERNATIONAL CHURCH POLICY AND PROCEDURES

Oasis

The Oasis is a multipurpose room that can be used for various events. The Oasis can be booked for corporate meetings, birthday parties, weddings, receptions, fund raisers and anniversaries. If your event is not listed, tell us about your event and we'll see if we can accommodate your need. In order to book an event at the Oasis the attendance must not exceed 160. Events can be booked online or by appointment only.

STANDARD SET UP OF THE OASIS

There are four standard set ups that we provide; Round Table Format, Square Table Format, Mix & Match Format and Theatre Style format. (See Attached) Also feel free to set up according to your occasion. Speakers and sound system are provided but must get approval to operate or we will assign someone to operate. (Paid position – see price sheet) Any changes from this set up must be pre-approved. Facility Services approves all set up and decorations requests and Media Services will approve audio/video requests. If someone is needed for media, that too will be a paid position. A clean-up crew will be assigned to each event. (Paid position)

- **Remember: A two-week notice is required for any event at the Oasis.**
- Support service requests must be placed on Application at the time of reservation.
- It is important to know the size of the events so that personnel can be properly allocated. Please remember that it takes significant time for set ups and tear downs (It takes 2 hour to do a complete set/up and tear down of the Oasis).
- All items brought in for an event must be removed at the end of the event. No temporary storage is provided.

MEDIA

- Any requests for alteration to lighting and projection require prior approval.
- Only authorized personnel are allowed to have access to the audio console and system.
- Any changes from the standard stage set up must be submitted on Event U and requires media approval.
- All instruments and props brought in must be removed the day of the event.

ROOM DECORATIONS

The following guidelines should be used when decorating the Oasis.

Signs and Decorations

- A request to hang signs or decorations must be approved **prior** to the event. Please enter this request on the application.

Walls

- NO items are allowed on the walls. DO NOT USE scotch tape, nails, thumb tacks, masking, duct, painters , packing tape, or command strips.
- Do not lean items against the walls.

Electrical Fixtures

- Do not hang anything from the lights or power strips along the ceiling.
- Do not cover the air conditioning units or electrical units with paper.
- Limit excessive paper decorations.
- No household extension cords may be used.

Floors

- Please use only drip less candles.
- Use only blue painter's tape on carpet. The painter's tape is only used as a temporary marking on the floor and should be removed after each use.

Doors and Windows

- Use only laminated decorations or signs on doors.
- Do not cover the windows in the doors.
- Do not use tape on any windows.
- All furniture and artificial plants in the common are not to be moved.

Kitchen

- The Oasis does not offer a full access kitchen. The kitchen is mainly for food preparation only.
- No food should remain in the kitchen after an event.
- All garbage must be removed at the end of the event and taken to the dumpster in the back of the building.

Signature

I have read the above policy and agree to abide by all the contents that are included.

Signature _____ Date _____