



Leader Guidelines

For gathering a group of 10 or less

Making a Reservation:

- Go to <http://www.first-presbyterian-church-32034.org/reserve-meeting-space/> to submit reservation form
- Staff will contact you to confirm your reservation
- You can check the [church calendar](#) to verify times/meeting space/etc.
- My meeting has been confirmed as:

Time: _____ Location: _____

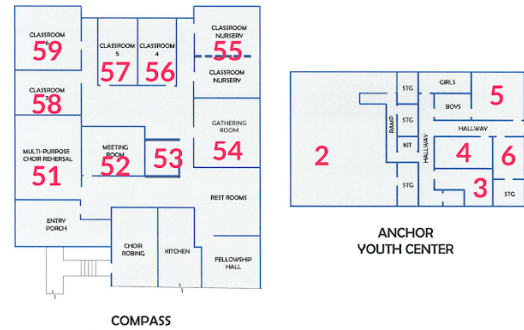
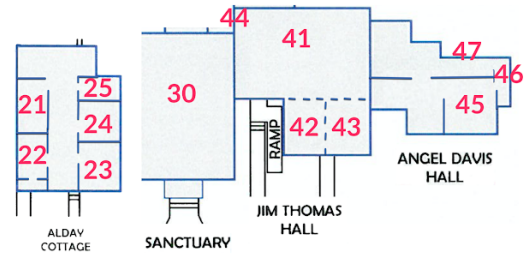
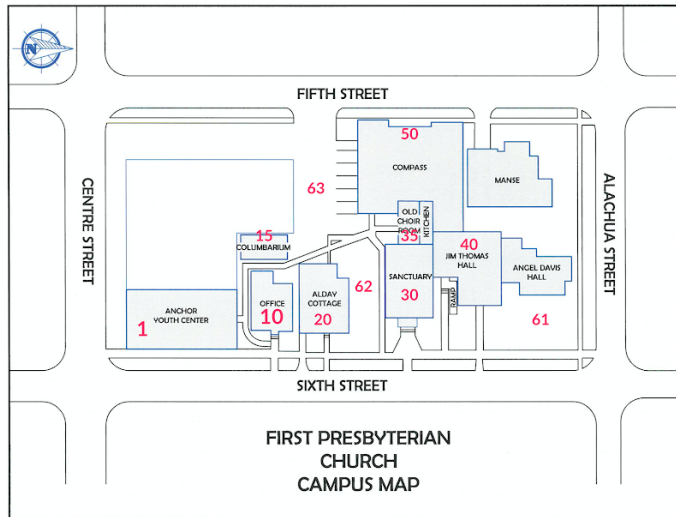
Important Reminders:

- You are responsible for making sure you have access to the meeting space.** This may involve coordinating with someone who can let you in the building, calling the office to reserve a key, or making use of an outdoor space.
- You should show up at least 15 minutes before your meeting** to make sure you have access to the space, to grab a cleaning kit, and to verify the space is safe for your group to gather.
- Cleaning/disinfecting kits are available at most entrances.** Please take a kit with you to your meeting space AND return it once you have finished.

COVID Prevention Expectations:

- Groups of 10 or less
- Everyone must wear a mask.
- Everyone must maintain social distance.
- Attendance of meeting should be recorded (in case contact tracing is necessary).
- Please report any pertinent info to the church office ASAP (*low supplies, irregularities, attendee has symptoms, etc.*)

FPC Meeting Spaces



- | | | | | |
|-------------------------|------------------------|-------------------------|---------------------------|----------------------------------|
| 1. Anchor Building | 20. Alday Cottage | 40. Jim Thomas Hall | 50. Compass | 60. Outdoor Spaces |
| 2. Anchor Front Room | 21. Alday Cottage Rm 1 | 41. JTH Main Space | 51. Choir Room | 61. Front Lawn |
| 3. Anchor JHB Room | 22. Alday Cottage Rm 2 | 42. JTH Rm 1 | 52. Compass Conference Rm | 62. Lawn between Sanctuary/Alday |
| 4. Anchor JHG Room | 23. Alday Cottage Rm 3 | 43. JTH Rm 2 | 53. Compass Check In | 63. Back Parking Lot |
| 5. Anchor HSG Room | 24. Alday Cottage Rm 4 | 44. JTH Kitchen | 54. Compass Gathering Rm | |
| 6. Anchor FamMin Office | 25. Alday Cottage Rm 5 | 45. Angel Davis Library | 55. Compass Nursery | |
| | | 46. Angel Davis Parlor | 56. Compass Pre-K | |
| 10. FPC Office | 30. Sanctuary | 47. Furlough Apartment | 57. Compass K/1 | 70. Manse |
| 15. Columbarium | 35. Robing Room | | 58. Compass 2-3 | |
| | | | 59. Compass 4-5 | |

