

GUIDELINES ON THE USE OF VK CLASSROOMS

Usage

This document should be shared with anyone using VK rooms to ensure they adhere to the guidelines.

Anyone who wish to book any VK rooms should:

- (i) Fill in the VK booking form (form can be requested from RA or RVKD)
- (ii) Send the completed form to the RA, RVKD and Corp VK Coordinator for approval
- (iii) Submit request at least 1 month before the date of use

Considerations

1. Overall space availability
 - Many of the VK classrooms are multi-use as there is insufficient space in each campus to support all other ministry activities without having to tap on the VK classrooms, at least some of the time.
 - However, VK classrooms should be a last-resort option only after all other rooms have been used.
2. Impact of use
 - Some activities are completely ruled out because of their impact on the flooring, decor and AV equipment in the VK classrooms.
 - Lower impact activities can be allowed with the right care.

Guidelines

1. The region should have exhausted all other possible venues before using the VK classrooms.
 - We should not use VK classrooms because they are “preferred”, but only because there are real space constraints and no other space in the building is available at that time.
2. Kids as priority
 - In the event of multiple bookings, priority should be given to the kids-related activity as the VK rooms were built for kids.
3. RPs should include RVKDs in discussions on the use of the rooms.
 - RVKDs to evaluate whether activity is suitable to be conducted in VK rooms.
 - RVKDs to flag up when regulations for VK room usage are not adhered to.
4. Anyone booking the VK rooms should assign someone to receive the VK rooms from a full-time staff (i.e. RA/RVKD) appointed by the RP.
 - If someone other than a full-time staff is assigned by the RP to handover the room, the RVKD will send them a photo of the original condition so that they can

set it back in place after use.

5. Anyone booking the VK rooms should assign the same person to handover the VK rooms back to the full-time staff appointed by the RP.
 - The handover portion of the booking form must be filled in and submitted to the RVKD after use.
 - Upon return of the room, a photo should be sent to the RVKD to ensure that the room is set back in order.
6. VK rooms should be cleaned by the person booking the VK room after use.
 - Take note that the mop cannot be too wet as the VK floors are prone to water damage.
 - Stage roscos cannot take high concentration of detergent, so it is best to use wet wipes to wipe down the stage after use.
7. Nursery rooms should not be used for any other purposes. It should only be used as a nursery.
 - The Nursery must be kept clean. Young toddlers and babies play on the Nursery floor so cleanliness is top priority.
 - Nursery items (mats, toys, etc) should not be used or removed from the Nursery without VK's approval.
 - Whenever the Nursery is in use, VK volunteers must be mobilized.
 - These VK volunteers need to be familiar with the original set up for Nursery for that region and follow protocols (such as sanitising toys before and after use etc).
 - The person booking the room is responsible for activating VK volunteers to be present to help for their event.
8. If food and drinks are needed to be consumed during the event, the group has to get formal approval from the RP and Corp VK.
 - All food and drinks should be disposed of properly outside the VK rooms by the person using the rooms.
 - Any accidental spillage should be cleaned up immediately as the VK flooring is moisture sensitive.
 - VK rooms must be swept and mopped thoroughly after the event if food and drinks are consumed in the VK rooms.
9. If adults are using the VK rooms, proper adult chairs need to be used.
 - Ensure care is taken when moving chairs in/out to protect the floors.
 - No dragging of furniture is allowed.
10. Use of VK rooms on Sundays
 - Only permitted if they do not interfere with VK programmes.
 - VK must have completely cleared out the space before other ministries use it.
11. RVKDs must be informed in advance if VK equipment needs to be used (e.g. TVs, sound system, etc) or if external screens/ sound systems/ projectors are being brought in.
 - VK's mics will not be available for use.

- Wireless mics from the region's adults side would have to be connected to VK mixer's two unused mic channels.
- Only qualified personnel (approved by regional offices and RVKD's) or VK GPs can operate the VK equipment.
- VK stage lights should not be used since it requires more specific expertise.
- VK laptops should also not be used. Each ministry should use its own computers.

12. In particular for Rubikon, the moving of partitions in the MPHs needs to be supervised by someone approved by the RP or regional office.