



Presbyterian Church in Chinatown
Scheduling Building Use & Room Reservation Calendar
Policy

Our new “point person” scheduler will be Jonathan Chan (.....@comcast.net), who will be primarily responsible for making changes to our PCC Building Use calendar. To make this workable, he is to be contacted via email, at least one week in advance of reservation/event date to avoid any confusion and conflict in bookings.

Our key persons who will be designated and is a direct contact for submitting requests/cancellations and changes to PCC Building Use calendar - <https://building.pccsf.org/Web/view-calendar.php> will be the following:

- Rev. Dr. Ronnie Kaan – Cantonese Worshiping Community
- Winchell Quock & Rev. Don Hammond – English Worshiping Community
- Amy Feng & Israel Hao, CLP – Mandarin Worshiping Community
- Laurene Chan – Donaldina Cameron House
- David Chan & David Miller – Technical Support

All requests/cancellations and changes should be made through the key persons and submitted to Jonathan Chan (.....@comcast.net) via email. He will respond by email in the affirmative or indicate a conflict with another event.

Key Persons Notes:

- Before emailing Jonathan with requests, please navigate to the PCC Building Use calendar <https://building.pccsf.org/Web/view-calendar.php> to determine availability or conflict on date, time and room location.
- If there is a conflict, select another time and location or contact the other parties involved to negotiate schedule flexibility. Contact Jonathan (by email) when there is an agreed change.
- If there are cancellations, please contact Jonathan immediately to remove reservation(s).
- One week notice will allow time to resolve any conflict or negotiations on the calendar.
- If a room is immediately needed and subject room is unoccupied, make an attempt to contact parties who made reservations before occupying the room.
- Of course, the PCC Building Use calendar will be on the “first come, first served” basis.
- David Chan and David Miller will provide training, advisory and technical support.