



"TRANSFORMED PEOPLE, TRANSFORMING THE WORLD"
MATTHEW 28:18-20

DATE: June 25, 2024

TO: Allen Temple Ministry Leaders and Clergy

SUBJECT: Church Campus 2024 Hours of Operation

The Allen Temple Church Campus, including the Allen Temple Family Life Center, are available for scheduling of ministry meetings and special events.

OPERATING HOURS (subject to change)

- Monday: 7:00am – 8:30pm
- Tuesday: 7:00am – 8:30pm
- Wednesday: 7:00am – 8:30pm
- Thursday: 7:00am – 8:30pm
- Friday: 7:00am – 8:30pm
- Saturday: 8:00am – 3:00pm*
- Sunday: 7:00am – 2:00pm

*In the event there are no meetings or programs scheduled, the campus will be closed.

EVENTS

- Meetings/Events are not to be scheduled during Quarterly Church Business Meetings.
- Anyone reserving space for an in-person Special Ministry Event must submit a Ministry Planning Request (approved by Cluster Leaders) to the Events Desk. Forms are available in the Administrative Office or online (submit via email). *PLEASE NOTE: Request forms should be submitted 30 days in advance.*
- To reserve space for standing ministry meetings and rehearsals, please contact the Events Desk by email (omeacham@allen-temple.org) or by telephone (510-544-3318).

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