

## Space and Equipment: Room Specifications

### Room Specification Suggestions

A church needs to provide the best possible space for small-group Bible study. Here are some suggestions related to determining space needs.

- Analyze all available space. Determine the total square footage of space available that could be used by Sunday School classes and departments.
- Determine the square footage needed by all the Sunday School departments and classes in all age groups.
- Based on community changes and age-group shifts, determine whether more space is needed or whether reallocation of space is an option.
- Determine whether multiple use of space is a possibility.
- Determine whether any additional space is available for church use (either by the purchase or lease of portable buildings or other nearby buildings).
- Evaluate whether a new building is a priority.
- Follow church policies in acquiring any new building space.

<b>Meeting Space Specifications Chart</b>				
<b>Age Group</b>	<b>Space/Person</b>	<b>Maximum Enrollment</b>	<b>Room Size</b>	<b>Leader: Learner Ratio</b>
<b>Preschool</b>				
Babies	35 sq. ft.	12	420 sq. ft.	1:2
Ones–Twos	35 sq. ft.	12	420 sq. ft.	1:3
Threes–Pre-K	35 sq. ft.	16	560 sq. ft.	1:4
Kindergarten	35 sq. ft.	20	700 sq. ft.	1:5
<b>Children</b>				
Grades 1-6	20-25 sq. ft.	24	480-600 sq. ft.	1:6
<b>Youth</b>				

Gr. 7-12 (class)	10-15 sq. ft.	12	120-144 sq. ft.	1:12
Gr. 7-12 (dept.)	8-10 sq. ft.	65	520-650 sq. ft.	1:12
<b>Young Adults 18-24 yrs.</b>				
Department	10 sq. ft.			
Class	12 sq. ft.	25	300 sq. ft.	1:4
<b>Dual Use</b>	15-18 sq. ft.	25	375-450 sq. ft.	1:4
<b>Adult 25 yrs.-up</b>				
Department	10 sq. ft.			
Class	12 sq. ft.	25	300 sq. ft.	1:4
Dual Use	15-18 sq. ft.	25	375-450 sq. ft.	1:4

Note:

It is difficult to sustain attendance beyond 80 percent of the room's capacity in classrooms where members attend by choice. For example, 10 babies may be placed in an area with a capacity of 10, but adults generally will not attend a class that is regularly more than 80 percent filled.