

Westerville Christian Church Facilities Information

471 E. College Avenue, Westerville, OH 43081

P: 614.891.6842 F: 614.891.6273 W: www.westerville-christian.org

- **Rooms can not be reserved until all paperwork and appropriate deposit have been received and approved.**
- ◆ A **deposit** will be required at the time of scheduling. (This deposit is refundable only if no damage or problems occur.) All other fees related to your event must to be paid 10 days before the event. Ministry Partners are required to pay deposit fees only. Please see the fees chart attached.
- ◆ 48-hour notice is required for rental of the building. A five business day notice is required to reserve the FLC.
- ◆ Any private party rental of building space will require a walk through of the facility with the facility coordinator at least 48 hours before the scheduled activity.
- ◆ **The area of the facility must be clean and in the same condition as it was found.** If your event will require extra clean-up, a WCC custodian can be hired at an additional fee listed on the Fees Chart below.
- ◆ If the stage in the FLC or Arena needs to be cleared, written permission must be granted by the church office. (The actual removal of objects will be done by WCC staff only.)
- ◆ The use of the church's personal property and equipment requires prior consent in writing through the church office. All equipment is listed on the Facilities Reservation & Agreement Form and must be requested at the time of scheduling. No changes will be made within 48 hours of the event. Office machines, office supplies and consumable kitchen supplies are not available for use.
- ◆ For non-ministry partner rentals, a WCC host/hostess must be present when the facilities are being used; an additional fee of \$25 for 3 hours or \$50 above three hours will be charged.
- ◆ For all ministry partners wanting to use the kitchen area, you must do a walk through the week of your event to familiarize yourself with the kitchen area and its equipment to understand how to operate and to ensure safety.
- ◆ Events must be scheduled so that the last person is out of the building by 9:00PM during the week. Events scheduled on Saturdays must end and be out by: FLC—3PM, Other areas of the building—4PM
- ◆ All beverages must have lids or caps unless otherwise approved by church office.
- ◆ Alcoholic beverages, drugs and smoking are prohibited in all parts of the building as well as outside of the building.
- ◆ All decorations must be cleared by the church office and recorded on the Facilities Reservation & Agreement Form.
- ◆ Firearms are prohibited on church property.
- ◆ The church building is a place of worship. Therefore, every member of your party will conduct themselves in a respectful manner. Please restrain guests/ party from wandering the facility and occupying areas not reserved.
- ◆ The pastoral staff of WCC, if available, reserves the option to extend a welcome at the commencement of your event.

Fees:

All fees are based upon your relationship with this church. Since our members/attendees already contribute and support WCC's programs and facilities, we do not require the same fees for them.

If you do not currently attend WCC, we invite you to worship with us. Anyone looking to rent space from Westerville Christian will need to secure their reservation with a refundable deposit. **Your event date will not be recorded on the church's calendar without a deposit.** Not only does the deposit fee secure your event date, it is also used to cover any extra cleaning or damage to the facility. If there is no extra cleaning or damage to the facility, the deposit will be returned to you. If damage exceeds the amount of your deposit, you will be responsible for the additional cost. Payment for the church building should be made to Westerville Christian.

The Facility Coordinator will deliver individual checks for host, custodian, and sound & light technicians. Remember, WCC volunteers are not compensated by the church for the extra time invested in wedding activities.

	MEMBERS				NON-MEMBERS			
	Fireside	Arena	FLC	Classrooms	Fireside	Arena	FLC	Classrooms
DEPOSIT	\$75	\$75	\$75	\$50	\$75	\$75	\$100	\$50
Rental Fee	FREE	FREE	FREE	FREE	\$75	\$75	\$100	\$50
Custodial Fee	\$50	\$75	\$75	\$25	\$50	\$75	\$75	\$25
Audio & Lighting Tech*		\$35*	\$35*			\$35*	\$35*	
Host**	\$25 / \$50	\$25 / \$50	\$25 / \$50	\$25 / \$50	\$25 / \$50	\$25 / \$50	\$25 / \$50	\$25 / \$50

WCC personnel must be used

* \$35 fee for the first two hours. Each additional hour is \$15 per hour.

** \$25 for the first 3 hours. Above 3 hours is \$50.

FACILITIES RESERVATION & AGREEMENT FORM

Westerville Christian Church • 471 E College Ave • Westerville OH 43081 • 614-891-6842

Event Date(s): _____ Name of Event: _____
Contact Person: _____ Phone: _____
Contact Email: _____ Cell Phone: _____
Address (to mail deposit refund) _____
Event/Group Name: _____ Approximate # of people expected: _____
Event Description: _____
Set-Up: _____ From: _____ To: _____ Tear Down: _____
One Time event: ___ Ongoing: ___ (If ongoing, what days of the week: M T W TH F S S) Circle One
Ongoing Event: Starting Date ___/___/___ Ending Date ___/___/___
Weekly ___ Monthly ___ Other _____

Location/Room(s): Building maps available upon request. Please check requested room(s) :

- | | | |
|--|--|--|
| <input type="checkbox"/> North Wing Classrooms | <input type="checkbox"/> Northeast Wing Classrooms | <input type="checkbox"/> Global Café |
| <input type="checkbox"/> Family Life Center | <input type="checkbox"/> Arena | <input type="checkbox"/> Fellowship Hall |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Fireside Room |
| <input type="checkbox"/> Student Center | | |
- Are you serving: Food Drinks

Set Up:

How many **tables** will you need? _____ Table Preference: rectangular ___ round ___
How many **chairs** will you need? _____
Do you need the stage cleared? ___ Yes ___ No
Is the room OK as it is? ___ Yes ___ No
Do you need the room set up? ___ Yes ___ No (If yes, please draw set up on a separate form)

Table and chair set-up is included in all rental fees. If additional or specific set-up is needed, an additional custodial fee will be charged. Please see custodial fee for details.

Equipment: Please check any of the following equipment you will need:

- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Projector Screen | <input type="checkbox"/> DVD |
| <input type="checkbox"/> *Microphones/Amplification | <input type="checkbox"/> *PowerPoint Capabilities | <input type="checkbox"/> Easel |
| <input type="checkbox"/> CD/Cassette Player | | |

** indicates that equipment is available for FLC and Arena use only. The church's sound engineers are required to use the sound system Please see audio technical fees on page 2.*

Additional Requests: _____

Childcare:

Is a separate room needed for childcare? ___ Yes ___ No
If childcare is necessary, how many children are anticipated? _____
Name(s) of supervising adults: _____

Children under 12 must be supervised by an adult at all times. Please see WCC Child Safety Policy for guidelines.

FEES

Please reference Fees Chart, page 1.

DEPOSIT	\$ _____ <i>Due at Scheduling of Event</i>
Rental Fee	\$ _____
WCC Host Fee	\$ _____
Custodian	\$ _____
Audio Tech	\$ _____
Total (minus deposit)	\$ _____

The undersigned hereby agree to adhere to all aspects of the policy set forth above and also agree to return the premises to the same condition as before the event. Any failure to do so will obligate the undersigned to fees commensurate with efforts to clean and restore the facility. I hereby agree to assume any and all risk and liabilities incidental to the user's use of the Westerville Christian Church facilities. I agree that if I am using the kitchen area I will be held accountable for all that happens in the kitchen area — having a fire alarm go off during your event will result in a fine appropriately determined by the Fire Department. I agree to indemnify, defend, and hold the Westerville Christian Church, its trustees, directors, officers, ministers and staff harmless from and against any claim, demand, and liability for any injury, death of any person, or property damage; acknowledge and understand that no medical insurance is maintained by the Westerville Christian Church, such insurance being the sole responsibility of each user.

I am over eighteen (18) years of age and legally competent to execute this release; and before signing this release I am fully informed of its contents and meaning and have executed it with full knowledge thereof.

Signature of legally responsible representative

Date

Upon review of this complete request, the church office, will let you know if the facility is available for your event.
If you have any questions regarding the facilities or this form, please
contact the church office at 614-891-6842.

You will receive a copy of this form for your own records.

<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved		Office Use Only	
<input type="checkbox"/> Sound Tech	_____				
<input type="checkbox"/> Host/Hostess	_____	<input type="checkbox"/> Custodian	_____		