

A GUIDE TO WINDSOR ROAD CHRISTIAN CHURCH FACILITY USE & POLICIES

God has richly blessed Windsor Road Christian Church with wonderful grounds and a facility with which to serve Him. It is our desire to share this blessing with our church family and our community. Growing ministries and a growing church family have necessitated the adoption of these guidelines in order that all facilities can be used and fully enjoyed with the fullest efficiency.

All building use for any event that is not planned and sponsored by a WRCC ministry team falls under the function of the Facilities Department, and the oversight of the Operations Manager. No commitment for building use is considered final until the Facilities Policy and Facility Use Agreement has been completed and signed by requesting party and a confirmation email has been sent by WRCC confirming the use of the space.

The following scheduling priorities have been established and will govern all decisions concerning the building use:

1. The first purpose and priority of our building is to serve the church body as a whole. Church-wide activities will always be given top priority in building use. In some cases, such activities may bump previously scheduled events to another area of the building or, on rare occasions, even to another date. Cancellation of an event is possible, but extremely rare.
2. Our second scheduling priority will be the regular ongoing activities of the church's recognized ministry groups (*students, children, small groups, women's ministry, etc.*).
3. All requests for scheduling (*including non-church activities*) must be made on the proper forms and must be approved by our operations team.

Groups or individuals approved to use WRCC's campus and facilities are not permitted to advertise the event in such a way as to imply endorsement by WRCC. No activities or advocacy may take place within our building or on our campus that conflict with the mission, vision, values, beliefs, or bylaws of Windsor Road Christian Church.

Included in this guide are the following:

- Steps to Facility Usage at WRCC
- Fees for Facility Usage (*Wedding fees can be found in the Wedding Policy document*)
- Rules and Requirements for Facility Usage
- ***Facility Use Application*** Form

STEPS TO REQUESTING FACILITY USE

1. Completely fill out a **Facility Use Application**, included with this guide.
2. Submit the completed application to the Information Desk during regular hours of operation or email directly to Brenda Tennill at btennill@windsorroad.org.
3. Your application must be submitted at least 15 days in advance of the date requested on your form. We will notify the contact of approval or denial, via e-mail, within 7 days of request.

ROOM FEES FOR FACILITY USE

SERVICE	FEE
Set-Up / Tear-Down	\$0 (Responsible for own Set-up/Tear-down)
Host	\$50/day/event
Tech/AV Staff & Musicians (3 hour minimum)	\$25/hour
Custodial	\$100/event
Damage Deposit	\$100/event, refundable

Set-Up | Tear Down | Clean-up: Set-up/tear-down/clean-up outside of the regular Windsor Road schedule is the responsibility of the group using the building.

Host Staff: We require a minimum of one host or staff person to be in the building for all non-ministry events outside of regular business hours (M-F, 9am–4pm).

Tech/AV Staff & Musicians: Use of WRCC’s sound equipment and instruments will be limited to WRCC approved persons who are properly trained and knowledgeable of their use.

Custodial: Special events & parties involving food in specific areas may incur a \$100 custodial fee should there be additional cleaning needed or repairs.

Damage Deposit: For nonmembers and organizations, a \$100 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage, if applicable, but otherwise is returned to the facility user after their reservation.

RULES AND REQUIREMENTS FOR FACILITY USE

The following terms of use are binding for all groups and individuals requesting to use WRCC’s campus and/or facilities for any purpose.

Smoking

There is no smoking permitted in the building at any time. Cigarette or e-cigarette smoking will only be permitted outside of the north entrance. Cigarette butts must be disposed of in the supplied disposal units and not on the ground.

Alcoholic Beverages

No alcoholic use of any kind is permitted on WRCC’s campus.

Food and Beverage

Please do not serve beverages that are red or purple. Report any spills or stains to the Facilities/Maintenance team promptly. Special Events and parties involving food/drink may incur a \$100 custodial fee.

Setup/Cleanup

Please include time for your setup/cleanup when scheduling your function. Spaces approved for use shall be left in the same condition (including room setup or configuration) as it was found upon your arrival. We suggest you snap photos of the space to assist you in resetting the space. Any type of damage to the facility or property must be reported to the Operations Manager.

Cleanup of the space includes the following (all cleaning supplies in the café):

- Room reset as found. Taking photos prior to your set-up helps.
- Room swept with vacuum.
- All trash bagged and taken to the dumpster outside.
- All tables, counters, and surfaces cleaned.
- All décor, equipment and any other items removed.
- Turn off lights.

Decorations

- Church decorations and displays have precedence and shall not be moved.
- Decoration materials must be safe and non-flammable.
- Do not place candles of any kind on the grand piano in the worship center. Elsewhere, the use of driplless candles is permitted.
- Do not use any kind of tape or removable 3M strips anywhere on a painted wall or surface.
- Do not use glitter and confetti, as they are difficult to clean up.
- Decorations should be cleaned up and removed at the end of your event.

Safety and Security

Use of the facility is confined to the area reserved for the meeting/activity only, other than restrooms.

Unsafe conditions must be reported immediately, in writing/email, to the Operations Manager. All accidents and injuries must be immediately reported within 24 hours of the incident, and an incident report must be filled out.

Anyone here for a meeting or other scheduled event when childcare is not provided must always keep their children with them. Please do not let your children roam freely in the church facilities.

A/V Equipment or Instruments

Absolutely no A/V equipment or instruments may be used without prior approval.

Who May Not Use the Building?

- Partisan Political Groups
- Groups or individuals operating for commercial gain such as multi-level marketing organizations or client recruiting or retention events.
- Organizations who conflict with the bylaws, mission, vision, and ministry strategy of Windsor Road Christian Church.

Building Availability

Church facilities are available for use during the following hours:

Monday-Friday	8:00 AM to 10:00 PM
Saturday (Playground)	10:00 AM to 2:00 PM

Refer to the Wedding Policy for specific information on building availability for a wedding.

Payment of Fees

Upon approval of your application, an email will be sent that will confirm space availability and hold your reservation. Any fees associated with your reservation will be reflected in your approval email. You must return fees within 5 days to confirm reservation.

* Checks should be made payable to Windsor Road Christian Church. A separate check should be written for refundable deposits. *

Emergency Scheduling Conflicts

WRCC reserves the right to cancel any facility use reservations in cases of emergencies, such as funerals, mission critical events, or inclement weather. Notice will be provided as early as possible, and an alternate date or refund of fees will be honored.

Responsibilities and Rights

WRCC reserves the right to alter or amend the building policies at any time. It is our desire to do everything we can to make sure your time on our campus and in our facilities is as successful and enjoyable as possible. Windsor Road Christian Church is not responsible for any injuries that might occur, theft of or damage to vehicles or other personal property during your time on our campus.

Proof of Liability Coverage

Groups using WRCC's campus or facilities for events or functions *may* be required to provide WRCC with a proof of liability insurance in the amount of no less than one million dollars (\$1,000,000.000 USD) per occurrence. WRCC shall be listed as additional insured on this Certificate of Insurance.

By signing below, I indicate that I understand and agree with Windsor Road Christian Church's facility use guidelines.

Signature: _____

Printed Name: _____

Date: _____

Office Use:

Fees: _____

Conf Email: _____

Special Accommodations: _____

WINDSOR ROAD CHRISTIAN CHURCH FACILITIES USES REQUEST FORM

Please read attached *Facility Use Policy* before completing this form in its entirety. Please print when filling in the form, sign, date, and return it to the church office in order to schedule your event.

PLEASE SUBMIT FORM AT LEAST 15 DAYS IN ADVANCE OF THE DATE REQUESTED.

PERSON / GROUP REQUESTING USE:				
PURPOSE OF EVENT:			WILL FOOD BE PROVIDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	# OF PEOPLE INVOLVED IN EVENT Adults _____ Children _____
START DATE(S):		END DATE(S):	DAY	TIME OF USE:
SET-UP TIME:				
MAIN: <input type="checkbox"/> Worship Center <input type="checkbox"/> Kitchen <input type="checkbox"/> Room 106 <input type="checkbox"/> Room 109 <input type="checkbox"/> Room 110 <input type="checkbox"/> Café <input type="checkbox"/> Main Foyer <input type="checkbox"/> Fireside Room <input type="checkbox"/> Kitchenette <input type="checkbox"/> Fire Pit <input type="checkbox"/> Patio <input type="checkbox"/> _____	STUDENT LIFE: <input type="checkbox"/> Student Lobby 140 <input type="checkbox"/> The Garage 142 <input type="checkbox"/> Garage Foyer <input type="checkbox"/> Room 145 <input type="checkbox"/> Room 148 <input type="checkbox"/> Room 153 <input type="checkbox"/> Warehouse 161 <input type="checkbox"/> Room 163 <input type="checkbox"/> _____	ROAD RALLY: <input type="checkbox"/> Playground 120 <input type="checkbox"/> Nursery 121 <input type="checkbox"/> The Raceway 122 <input type="checkbox"/> Room 124 (3rd) <input type="checkbox"/> Room 125 (2nd) <input type="checkbox"/> Room 127 (sensory) <input type="checkbox"/> Room 128 (1st) <input type="checkbox"/> Room 129 (K) <input type="checkbox"/> Room 164 <input type="checkbox"/> Room 130 (5s) <input type="checkbox"/> Room 131 <input type="checkbox"/> Room 132 (4s) <input type="checkbox"/> Room 133 (3s) <input type="checkbox"/> Room 134 (2s)	TABLES & CHAIRS YOU WISH TO USE: <div style="text-align: right; margin-right: 20px;">Qty Requested</div> Grey Stack Chairs (120) _____ Round Tables (15) _____ White 6' Tables (2) _____ White 8' Tables (10) _____ Other _____	
*KEY NEEDED: <input type="checkbox"/> YES <input type="checkbox"/> NO				
*AUDIO/VISUAL NEEDED: <input type="checkbox"/> YES <input type="checkbox"/> NO				
CONTACT NAME:			PHONE NUMBER:	
MAILING ADDRESS/CITY/STATE/ZIP:				
EMAIL ADDRESS:				

ALLOW AT LEAST 7 DAYS FOR APPROVAL AND CONFIRMATION.

***Windsor Road Christian Church is not responsible for loss, damage, or theft of materials used or left in the WRCC facilities. **
I have read and agree to all facilities policies of Windsor Road Christian Church:*

Signature

Date

***FEES APPLIED ACCORDING TO POLICY:**

General: There is no fee for building usage for church, not-for-profit, or community groups.

Room Usage: Events scheduled outside of regular business hours may require a host fee and damage deposit.

Special events/private parties involving food in specific areas may incur an additional \$100 custodial fee.

Audio/Visual: The fee for this service is \$25/hour with a 3-hour minimum.

Playground/Café: A \$50 host fee for all, plus \$100 damage deposit for non-members.

OFFICE USE ONLY				
<input type="checkbox"/> Entered in Calendar	<input type="checkbox"/> Confirmation/Fees Emailed	<input type="checkbox"/> AV Fee \$ _____	<input type="checkbox"/> Custodial Fee \$ _____	<input type="checkbox"/> Damage Dep \$ _____
<input type="checkbox"/> Host Fee \$ _____	<input type="checkbox"/> Key Issued			