

Wenatchee First Assembly of God

Facilities Use Policy

Approved: April 28, 2005 / Rev. 3-1-06 & 10-28-07

GENERAL GUIDELINES

1. Scheduling is on a first come, first serve basis with in-house activities having priority.
2. WFA reserves the right to deny building use or to withdraw permission to use facilities at any time.
3. The user shall be solely responsible for all persons using the church facilities during their time of use and shall hold harmless the church from any claim arising out of use of the premise. WFA will not be responsible for injury, damage, stolen or lost article claims.
4. No smoking will be allowed in the church facilities. Alcohol consumption or illegal drug use will not be allowed anywhere on the church grounds.
5. Use of nails, tacks, pins, tape etc. is not permitted on church walls, furniture, floors, etc.
6. Furniture may not be moved without specific permission from WFA. Written directions for arrangement of furniture in room(s) to be used must be submitted to the church office at least three days in advance of the event. If furniture set-up and take-down is desired, this must be indicated on the “**Application for Facility Use.**” Any church displays or exhibits must not be moved without prior permission.
7. Vehicles must be parked in designated parking areas.
8. Users are expected to leave facilities and grounds in the same condition/order as before use. Users are responsible for all clean-up. Any damage will be repaired at the user’s expense. A damage/cleaning deposit may be required. (No glitter or rice allowed)
9. “**Application for Facility Use**” must be received a minimum of 30 days in advance of the date requested. Final confirmation will be made only after submission of a copy of your program of activities and 1/2 of the facility usage fee is paid. Balance due on day of event.
10. Fees for facility use will include use of church owned tables and chairs. Church owned audiovisual equipment is available and may be used when specifically authorized, for an additional fee. Only facilities, furnishings and equipment previously authorized may be used. Please note that Youth Center and Sanctuary sound and media equipment may only be operated by WFA technicians.
11. Long-term facility use applications are, generally, not accepted.
12. Coffee breaks and/or food may only be consumed at the location authorized. No food or beverages are to be consumed in the Sanctuary.
13. Chairs are not to be taken out of the Sanctuary. If extra pew chairs are needed, please request and they will be provided.
14. The only events/groups approved for Sunday mornings will be usage by WFA.
15. Outside groups approved for Saturday night usage will be charged a refundable cleaning deposit of \$100.00.

FACILITY USAGE FEES

APPROVED 04/28/05, Revised 10/28/07

Classrooms:

Non-Attendees \$ 50.00

Fellowship Hall:

Non-Attendees \$100.00

Kitchen:

Non-Attendees \$ 75.00

Nursery:

Non-Attendees \$ 50.00

Sanctuary/Foyer:

Non-Attendees \$250.00*

Youth Center:

Non-Attendees \$ 50.00*

* Sound & Media Technician fees are in addition to the above referenced room rental fees as follows:

Event 1-2 hours: \$ 50.00

Event 3-4 hours: \$100.00

Event 4-8 hours: \$150.00

Fees for non-profit organizations can be waived at staff discretion.

A refundable cleaning fee of \$100.00 applies to all Saturday night usage by groups other than WFA

A custodial fee of \$200.00 will be collected from any large group venue

Attendees pay only direct costs;

- Sound and media technicians as applicable*
- Janitorial \$25-\$50*

**Wenatchee First Assembly of God / 1520 McKittrick Street
Wenatchee, WA 98801 / 509-662-3431 / info@wenatcheefirst.org**

APPLICATION FOR FACILITY USE

Date _____

Name of Organization or Individual _____

Address: _____

Phone Number: _____ E-mail Address: _____

Person Making Request _____

Purpose of Use/Nature of Gathering _____

Number of People Attending: _____

Date Facility Needed: _____

Beginning Time: _____ Ending Time: _____

Set-Up Date: _____ Set Up Time: _____

Adult responsible for security during the event: _____

Phone Number: _____

Facilities/Rooms Needed: _____

Equipment Needed: _____

By signing this application I agree to abide by the WFA Facilities Use Policy.

Signature of Applicant: _____ WFA Approval _____

Date: _____ Date: _____

For Office Use Only

Facility Use Fee: _____ 1/2 due with application: _____

Equipment Use Fee: _____ 1/2 due 1 week prior to event: _____

Damage/Cleaning Deposit _____ (Refunded if not used)

Total Fee _____ (Check payable to WFA)

Received By: _____ Date: _____