

WENATCHEE FIRST ASSEMBLY OF GOD

Wenatchee, WA

FACILITY USE POLICY

(Board revised: 08.18.22)

Purpose

This policy provides guidelines and conditions regarding the use of any WFA facilities and properties. These guidelines are intended to clarify WFA's expectations and terms of usage for all facility areas and grounds.

General Guidelines

The ministry and mission of WFA will always be the first and foremost consideration when requests are made for using the church facility.

1. Facility usage is scheduled on a "first come-first served" basis, with WFA activities and ministries having first priority. WFA must receive a completed and signed "Facility Use Agreement" (Exhibit D) before facility use will be considered.
2. WFA has the right to deny facility or grounds use or to withdraw permission to use the facility or grounds at any time.
3. The "Application for Facility Use" form (page 5, Exhibit B) must be completed and received a minimum of thirty days in advance of the date requested. One half of the total fees due must be paid after the event/usage has been approved. Any balance for the event/usage is due on the day of the event(s).
4. All facility events require a WFA on-site facility coordinator to be present and will be charged the appropriate fee (Exhibit A).
5. The facility user will be solely responsible for all persons using the facility and/or grounds during their time of use and will hold WFA harmless of any claim arising from the use of the property. WFA will not be held responsible or liable for any injury, personal property damage, or for any lost or stolen property.
6. No smoking, or vaping is allowed inside the building or within 25 feet of an entrance. Alcohol, marijuana, or illegal drug consumption is not allowed anywhere on WFA's property.
7. Use of nails, tacks, stickpins, and tape are not permitted on any church walls, floors, or fixtures. Command Strips are recommended for walls if used per manufacturer's instructions. Safety pins or straight pins can be utilized on fabric surfaces only.

8. Furniture may not be moved without specific permission. Directions for arrangement of furniture in room(s) to be utilized must be submitted to the church office at least three days in advance of the event. If furniture set-up and takedown is desired, it must be indicated on the "Application for Facility Use" (Exhibit B). Any church displays, exhibits or signage must not be moved without prior permission.
9. All vehicles must be parked in designated parking areas.
10. Facility or grounds users are expected to leave areas in the same or better condition as before the event. Users are responsible for all cleanup and any damage repairs will be at the user's expense. In certain use requests, a damage/cleaning deposit may be required.
11. Any throwables (confetti, glitter, rice) or other celebratory items must be pre-approved. Under no circumstances will any fireworks be allowed on campus.
12. No tablecloths are available from WFA. Any tablecloths or other table coverings are the responsibility of the facility user.
13. Fees for the use of the facility will include use of church owned tables and chairs. If the Kitchen facility is included in this Agreement, all appliances and equipment are available for use. Church owned audiovisual equipment is available and may be used when specifically authorized for an additional fee.
14. Only authorized WFA technicians can operate the Gym, Multipurpose Room, and Auditorium sound and media equipment.
15. Beverages and food can only be consumed in pre-authorized locations. No food or beverages are allowed to be consumed in the Auditorium.
16. Chairs cannot be removed from the Auditorium. If extra chairs are needed, they will be provided upon request, if available.
17. No one will be allowed to use the facilities or grounds during Sunday mornings.
18. As a general rule, the building must be vacated by 4:00PM on Saturday. Exceptions will be made only in rare circumstances. Any outside groups or organizations approved to use the facility for Saturday afternoons and/or evenings will be charged an additional \$150 deposit. This deposit may be refunded in full or in part, contingent on the facility being left in the same condition as received.
19. Any requested media to be used during a memorial, funeral, wedding, or other event must be in either MP3 (audio) or MP4 (video) format. Media to be provided for weddings must be submitted to the church office no later than one week prior to the event. Media to be provided for funerals and memorials must be submitted to the church office no later than 24 hours in advance of the event.

20. WFA facilities are not to be used by or for companies or organizations engaged in any type of product sales, multi-level marketing, bartering, or exchanges.
21. As part of our ministry, we desire to bless those who are mourning the loss of a loved one. Therefore, WFA will not charge facility fees for a funeral or memorial service. *Other fees may apply.

Usage Fees – Exhibit A

Application for Facility Use – Exhibit B

Facility Use Fee Worksheet – Exhibit C

Facility Use Acceptance - Exhibit D

Facility Usage Fee**EXHIBIT A**

The following facility and grounds event usage fees will be applicable:

<u>DESCRIPTION</u>	<u>PARA-CHURCH MINISTRIES AND WFA ATTENDEES</u>	<u>NON-WFA ATTENDEES</u>
Facility classrooms	\$ 25	\$ 100
Multipurpose room	\$ 50	\$ 150
Lobby coffee kitchen	\$ -0-	\$ 50
Facility kitchen	\$ 50	\$ 100
Facility nursery	\$ 50	\$ 100
Auditorium-Lobby	\$ 100	\$ 500
Lobby	\$ 50	\$ 100
Gym	\$ 100	\$ 200
*Sound Technician (If needed)		
1--2 hours	\$ 100	\$ 100
3--4 hours	\$ 150	\$ 150
5--8 hours	\$ 250	\$ 250
8+ hours	\$ Quote	\$ Quote
*Media Technician (If needed)		
1--2 hours	\$ 75	\$ 75
3--4 hours	\$ 140	\$ 140
5--8 hours	\$ 230	\$ 230
8+ hours	\$ Quote	\$ Quote
*Custodial: Basic charge (<200 people) (If needed)	\$ 85	\$ 100
*Custodial: Large group (200+ people) (If needed)	\$ 150	\$ 200
*On-site facility coordinator(Required)		
1-2 hours on site	\$ 50	\$ 50
3-4 hours on site	\$ 100	\$ 100
5-8 hours on site	\$ 150	\$ 150
8+ hours on site	\$ Quote	\$ Quote
Wedding Coordinator (<i>Flat fee</i>)	\$ 250	\$ 250

APPLICATION FOR FACILITY USE

EXHIBIT B

Today's date: _____

Name of Organization or Individual: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email address: _____

Person making request: _____ Phone: _____

Purpose of Facility Use: _____

Date requested: _____ Number of people attending: _____

If wedding, Pastor's name: _____

Facility-Room(s)-Area requested: _____

Beginning time facility is needed: _____ Ending time: _____

Set-up date: _____ Start time: _____ End time: _____

Additional times for facility access: _____

Person responsible for security & policy compliance: _____

Phone: _____ Email: _____

Equipment needed (Tables/Chairs etc.): _____

Sound technician needed. ☐ Yes ☐ No Media technician needed? ☐ Yes ☐ No

***Wenatchee First Assembly of God
1520 McKittrick Street
Wenatchee, WA 98801
509-662-3431
info@wfa.church***

**FACILITY USE FEE
WORKSHEET**
PARA-MINISTRIES
EXHIBIT C

DESCRIPTION		AND WFA ATTENDEES	NON-WFA ATTENDEES		FEE
Facility classroom		\$25	\$100		
Multipurpose room		\$50	\$150		
Lobby coffee kitchen		\$0	\$50		
Facility main kitchen		\$50	\$100		
Facility nursery		\$50	\$100		
Auditorium-lobby		\$100	\$500		
Lobby		\$50	\$100		
Gym		\$100	\$200		
Sound / Media					
1 - 2 hours		\$100 / \$75	\$100 / \$75		
3 - 4 hours		\$150 / \$140	\$150 / \$140		
5 - 8 hours		\$250 / \$230	\$250 / \$230		
8+ hours		Quote	Quote		
Custodial					
Basic charge		\$85	\$100		
Large group charge		\$150	\$200		
On-site facility coordinator					
1 - 2 hours		\$50	\$50		
3 - 4 hours		\$100	\$100		
5 - 8 hours		\$150	\$150		
8+ hours		Quote	Quote		
Wedding Coordinator (Flat fee)		\$250	\$250		
Other charges					
TOTAL FEES					
1/2 due after event approval					
Balance due day of event					

Facility Use Acceptance

EXHIBIT D

This Agreement by and between Wenatchee First Assembly of God, 1520 McKittrick Street, Wenatchee, WA 98801 (Owner), and _____
(User Name)

(User Address) (User), will take effect on the

date(s) specified in the "Application for Facility Use" and will continue for a period of time as agreed to by both parties. Whereas the Owner owns premises located at 1520 McKittrick St, Wenatchee, WA 98801 which is normally used for church activities, services, and ministry events, and whereas User desires to use the premises as outlined in the "Application for Facility Use" form, Owner has agreed to allow User to use the facilities requested as long as User complies with the written Facility Use Policy of the Owner.

This Facility User Agreement is made with the understanding and agreement by both parties that the User shall indemnify and hold Wenatchee First Assembly agents, employees and representatives harmless from any and all actual claims, demands, causes of action, liability, loss, damage and/or injury.

Printed Name: _____ Signature: _____

Date: _____

When submitting this form electronically: I agree and understand that by signing the Electronic Signature Acknowledgement form, that all electronic signatures are the legal equivalent of my manual/written signature and I consent to be legally bound to this agreement.

Event: _____ Date of Event: _____

Event Approved by: _____ Date: _____

Payment Acceptance by Wenatchee First Assembly:

Total fees received: \$ _____ Check # _____ Cash ☐ Online ☐

Total due on date of event: \$ _____

Accepted by: _____ Date: _____

Assignments (Internal Use Only):

On-site coordinator: _____ Phone: _____

Sound technician: _____ Phone: _____

Media technician: _____ Phone: _____

Custodial: _____ Phone: _____