

WENATCHEE FIRST ASSEMBLY OF GOD Wenatchee, WA

FACILITY USE POLICY

(Board approved and adopted: 04.25.13)

(Board revised: 09.26.13; 10.15.15)

(Board revised: 08.17.17)

Purpose

This policy provides guidelines and conditions regarding the use of any WFA facilities and properties by outside groups, individuals or organizations. 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 the church will always be the first and foremost consideration when requests are made for using the church facility and grounds. While it is the desire of WFA to share its facilities within reasonable and established limits, at no time will any outside group or individual be allowed to interfere with functions that represent WFA's ministries, activities, or worship services.

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 "Application for Facility Use" (Exhibit B) form and a completed and signed "Facility Use Agreement" (Exhibit D) before facility use will be considered. Both of these forms are included in this document.
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 and/or grounds use by any outside groups, individuals or organizations 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 is allowed inside any facilities. Alcohol consumption or illegal drug use 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 from WFA. 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. No glitter or rice is allowed in or around the facility.
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. Authorized WFA technicians can only operate the Gym, Fellowship Hall and Auditorium sound and media equipment.
15. Beverages and food can only be consumed at the location authorized and no food or beverages can 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 outside individuals, groups, or organizations will be allowed to use the facilities or grounds during Sunday mornings.
18. 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. As a general rule, the building must be vacated by 4:00PM on Saturday. Exceptions will be made only in rare circumstances and could result in

additional fees. WFA facility needs will always take priority over outside group or individual requests for use.

20. Any requested media to be used during a memorial, funeral, wedding or other event must be in either of the following formats: .MP4 or .mov and all selected music must be in .MP3 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.
21. 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 even if the primary purpose for facility use is focused on something other than sales, bartering or exchanges. (Example: recruiting, training, ceremonies, seminars, etc.)
22. WFA will not charge facility usage fees if the facility is requested to facilitate a funeral or memorial service.

Usage Fees – Exhibit A

Application for Facility Use – Exhibit B

Facility Use Fee Worksheet – Exhibit C

Facility Use Agreement - 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 | \$ -0- | \$ 75 |
| Fellowship Hall | \$ -0- | \$ 125 |
| Lobby coffee kitchen | \$ -0- | \$ 50 |
| Facility kitchen | \$ -0- | \$ 100 |
| Facility nursery | \$ -0- | \$ 75 |
| Auditorium-Lobby | \$ -0- | \$ 300 |
| Lobby | \$ -0- | \$ 75 |
| Gym | \$ -0- | \$ 125 |
| Sound Technician (If needed) | | |
| 1--2 hours | \$ 75 | \$ 75 |
| 3--4 hours | \$ 140 | \$ 140 |
| 5--8 hours | \$ 230 | \$ 230 |
| 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 | \$ 85 |
| Custodial: Large group (200+ people) (If needed) | \$ 150 | \$ 150 |
| On-site facility coordinator (Required) | | |
| 1-2 hours on site | \$ 40 | \$ 40 |
| 3-4 hours on site | \$ 65 | \$ 65 |
| 5-8 hours on site | \$ 100 | \$ 100 |
| 9-12 hours on site | \$ 150 | \$ 150 |
| 12+ hours on site | \$ Quote | \$ Quote |
| Wedding Coordinator (<i>Flat fee</i>) | \$ 225 | \$ 225 |

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 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: _____

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 | NON-WFA | FEE |
|---------------------------------------|-----------|-----------|-----|
| | ATTENDEES | ATTENDEES | |
| Facility classroom | \$- | \$75 | |
| Fellowship Hall | \$- | \$125 | |
| Lobby coffee kitchen | \$- | \$50 | |
| Facility main kitchen | \$- | \$100 | |
| Facility nursery | \$- | \$75 | |
| Auditorium-lobby | \$- | \$300 | |
| Lobby | \$- | \$75 | |
| Gym | \$- | \$125 | |
| Sound & Media technician | | | |
| 1 - 2 hours | \$75 | \$75 | |
| 3 - 4 hours | \$140 | \$140 | |
| 5 - 8 hours | \$230 | \$230 | |
| 8+ hours | Quote | Quote | |
| Custodial | | | |
| Basic charge | \$85 | \$85 | |
| Large group charge | \$150 | \$150 | |
| On-site facility coordinator | | | |
| 1 - 2 hours | \$40 | \$40 | |
| 3 - 4 hours | \$65 | \$65 | |
| 5 - 8 hours | \$100 | \$100 | |
| 9 - 12 hours | \$150 | \$150 | |
| 12 + hours | Quote | Quote | |
| Wedding Coordinator (Flat fee) | \$225 | \$225 | |
| Other charges | | | |
| TOTAL FEES | | | |
| 1/2 due after event approval | | | |
| Balance due day of event | | | |

FACILITY USE AGREEMENT

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 dates(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, 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 Use 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: _____



Event: _____ Date of event: _____

Event approved by: _____ Date: _____

Payment Acceptance by Wenatchee First Assembly:

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

Total due on date of event: \$ _____

Accepted by: _____ Date: _____

Assignments (Internal use):

On-site coordinator: _____ Phone: _____

Sound technician: _____ Phone: _____

Media technician: _____ Phone: _____

Custodial: _____ Phone: _____

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