



As a service to our members and the Wentzville community, WCC offers our facility to be utilized for outside event such as parties, showers, meetings, etc. Since this service is not the primary focus of our organization, there are certain restrictions and charges that need to apply.

Fees: [SEE CHART BELOW]

- Reservations require a \$50 deposit [\$200 auditorium] plus rental/setup fees
- Fees/deposits are due at time of booking to ensure calendar reservation
- \$100 fee to move chairs in the auditorium [not negotiable]
- Deposit will be forfeited if rooms are not returned to exact setup and condition
- Active WCC members receive a 50% discount for rental fees and do not need a deposit
[tech fees and setup fees are not discounted since this goes directly to workers]

General Usage Guidelines:

- Please allow up to 1 week for processing a facility use request
- DO NOT borrow tables/chairs/equipment from another room unless authorized
- WCC campus cannot be used for outside fundraisers or for-profit uses
- Weddings are only available for active WCC members and immediate family
- Events cannot be scheduled more than 3 months in advance; this is to ensure the facility is available for WCC ministry events
- WCC reserves the right to cancel/reschedule an event if there is an unforeseen scheduling conflict; a refund will be issued if event is canceled

What hours are available for an event?

- Weekdays: 9am-9pm
- Saturdays: 9am-4pm [Facility is closed for cleaning after 4pm]
- Sundays: 1pm-9pm [Setup may begin no earlier than 12:30pm]
- Reservations cannot be made for major holidays such as: Independence Day, week of Thanksgiving, December 20-January 2, etc.
- Early setup may begin up to 2 hours before your event

Why is there a usage fee for everyone?

- Wear and tear on parking, flooring, tables, chairs, etc.
- Heating, air conditioning, electricity, water, etc.
- Ensure commitment so that the calendar can be reserved
- WCC custodians will need to clean, vacuum, and reset the rooms/restrooms so that everything is prepared for ministry events and services.

What am I responsible for?

- Keeping people/children in reserved areas only
- General cleaning/resetting of rooms to the same condition you found them
- Picking up a key [if needed] from the office
- Directing people to the appropriate location when they arrive



<u>ROOM</u>	<u>CURRENT SETUP</u>	<u>ALTERNATE SETUP</u>	<u>COST</u>
Auditorium	500 soft chairs in rows	Banquet setup: 25 round tables 200 plastic chairs [8 chairs per table]	\$500 as-is +\$100 for different setup +\$50/hr for each tech: audio/video/light 2 hr minimum each
Student Center	75 plastic chairs in rows	Banquet setup: 10 round tables 48 plastic chairs	\$100 as-is +\$50 for banquet setup
*Cafe	6 dining tables, each with 4 chairs - 24 total [50-60 people total if most are standing]	*Alternate setup N/A *Carpeted area only, not entire lobby - see below	\$50
Conference Room	10 office chairs Glass conference table	Alternate setup N/A	\$50
205 Classroom [Children's Area]	30 plastic chairs in rows	Chairs can be moved, but must be returned to original setup	\$50
206 Classroom [Children's Area]	30 plastic chairs in rows	Chairs can be moved, but must be returned to original setup	\$50
207 Classroom	6 tables in U-shape with 20 chairs +20 chairs along perimeter	Up to 65 chairs in rows	\$50 as-is +\$25 different setup
208 Classroom	6 tables in square shape with 25 chairs +15 chairs along perimeter	Up to 50 chairs in rows	\$50 as-is +\$25 different setup
209 Classroom	50 plastic chairs in rows	Any configuration with tables and chairs	\$50 as-is +\$25 different setup

*Use of the entire lobby is not allowed for outside groups. Since there are so many events happening in the church, the lobby needs to be open for guests to enter and exit without interrupting or walking through another event.