



General Usage Guidelines:

- WCC campus cannot be used for events where a fee is collected or money is exchanged
- Rentals are for one-time usage only, not recurring events
- Worship Center and main lobby are not available for rental
- Requests must be submitted at least 3 weeks in advance
- Weddings may be requested in the office for active WCC members and immediate family
- It may take up to 1 week to process requests; you will be contacted by email or phone
- Do not borrow tables/chairs/equipment from another room unless authorized by staff
- WCC reserves the right to cancel or reschedule events for any reason, such as a double-booking, funeral, or unforeseen event; this is rare but possible

Availability:

- Weekdays: 9am-9pm
- Saturday: 9am-4pm [Facility is closed for cleaning after 4pm]
- Sunday: 1pm-9pm [Setup may begin no earlier than 12:30pm]
- Requests are subject to calendar availability and may be denied for any reason
- Requests may be denied during major holidays when staff is unavailable

Renter Responsibilities:

- Directing people to the appropriate location when they arrive
- Keeping people/children in reserved areas only
- General cleaning/resetting of rooms to original condition [no glitter or confetti]
- Picking up and returning keys from the office [if needed]

Reservation Guidelines/Fees: [SEE CHART BELOW]

- Fees are due within 1 week of confirmation to ensure calendar reservation
- Active WCC members receive a 50% discount
- Cleaning fee will be assessed [\$50] if rooms are not returned to original condition or if a key is not returned within 1 week

Available Rooms:

- *Cafe [not entire lobby] \$50 [24 chairs, 6 tables]
- 107 Conference Room \$50 [16 chairs, tables in square]
- 201 Meeting Room \$50 [16 chairs, tables in rectangle]
- 202 Student Room \$100 [60 chairs in rows, tables available]
- 207 Meeting Room \$50 [30 chairs, table setup varies]
- 208 Meeting Room \$50 [30 chairs, table setup varies]
- 209 Meeting Room \$50 [50 chairs in rows, no tables]

*Main lobby is not available for rental; other events may be taking place on campus