



As a service to WCC members and our community, WCC facilities may be utilized for private events such as small parties, showers, picnics, etc.

GENERAL POLICY

- FINAL - Reservations are final; no refunds or rescheduling for bad weather, conflicts, etc.
- RECREATIONAL - Private recreational use only; no fundraisers, no fees or ticketed events, no products being sold, no public invite events such as concerts, vendor fair, etc.
- WEDDINGS - Wedding services/receptions are only available for active WCC members and immediate family; the wedding officiant must be approved by WCC
- ALCOHOL - Strictly prohibited on WCC campus
- DECLINE - WCC reserves the right to decline, reschedule, or cancel any event; examples:
 - Events that conflict with the beliefs, policies, or biblical values of WCC
 - Calendar conflicts, ministry events, unforeseen circumstances, etc.
 - If WCC initiates the cancellation a refund will be issued

RESERVATION POLICY

- PAYMENTS - Fees will be due once your reservation date is confirmed. You will receive an invoice and have 7 days to make payment. Payment link will be included on invoice. Any discounts will be applied.
- INCLUDED - Pavilion includes 6 picnic tables with seating for approx. 36, trash cans, and electrical outlets, and port-a-potty (March-October).
- AMENITIES - Reservations requiring access to lights, fans, tables, restrooms, chairs, etc. must be submitted at least 2 weeks before the event; WCC will contact you with access codes and information if approved; sound system is not available to be reserved
- 6 MONTHS - Reservations can be made up to 6 months in advance.
- BALLFIELD - The Pavilion is adjacent to a ballfield and teams may be practicing during your event; you may request to block off the ballfield for large formal events like weddings, but this needs to be confirmed with the WCC office at least 2 months before your event.
- HOURS - Reservation hours available:
 - Mon-Fri 4pm-10pm
 - Sat 8am-2pm and 2pm-10pm
 - Sun 2pm-10pm
- DISCOUNTS -
 - Active members [not attendees] of WCC receive a 50% discount on all fees
 - WCC Life Groups may receive two free reservations per year
 - Contact WCC office for a discount code

[continued on next page]



PAVILION ONLY - Additional Information & Options

BALLFIELD - The Pavilion is adjacent to a ballfield and teams may be practicing during your event; you may request to block off the ballfield for large formal events like weddings, but this needs to be confirmed with the WCC office at least 2 months before your event.

CLEANUP - Pick up any debris in the pavilion and take out trash. Extra trash bags should be in the trash cans. Dumpster is located on the opposite side of the building.

SETUP - If you requested additional chairs/tables, you will be responsible to set them up and return chairs to cart at end of event.

USAGE POLICY

- HOURS - No early setup or late cleanup; only be used during the reserved hours
- RESTROOMS - Porta-potty near the Pavilion; indoor restrooms may be available for a fee
- PARKING - Parking is limited near the Pavilion so guests may need to park in the front lot
- TABLES - Picnic tables are to be lifted and not dragged [6 tables with seating for ~36]
- DECORATIONS ITEMS NOT ALLOWED: Glitter, confetti, tape, adhesives, staples, tacks, etc.
 - Anything attached to tables or poles must be tied with string or zip-ties
- CAMERAS - WCC campus and the Pavilion are monitored by security cameras; illegal activity, vandalism, trespassing, etc. will be reported to the authorities
- TRASH - Place trash in receptacles and return Pavilion to the condition it was in

FEE STRUCTURE

- \$40 per time slot [Saturday has 2 options for a total of \$80]
- \$20 Access to indoor bathrooms [porta-potty is free]
- \$20 Rectangle folding tables [8 ft], quantity of 4
- \$40 Folding chairs on cart - 26 chairs per cart (2 carts available for \$80)
- \$80 Round tables [5 ft.] with 8 chairs at each table [up to 96 chairs/12 tables]*
- \$160 Round tables [5 ft.] with 8 chairs at each table [up to 192 chairs/24 tables]*
 - *If chairs and round tables are needed, you must schedule an appointment with the WCC Maintenance Director to discuss the setup. Call the WCC office to schedule a meeting during regular business hours, at least 2 weeks before the event. Late requests cannot be accommodated.

Revised 2023.11.21