

HOSPITALITY CENTER

Facilities Use Guidelines and Contract (Revised June 2009)

Walnut Hills Baptist Church
1014 Jamestown Road
Williamsburg, Virginia 23185
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HOSPITALITY CENTER USE GUIDELINES

PURPOSE

Walnut Hills Baptist Church is making its Hospitality Center available to individuals and organizations for the furtherance of God's work through Christian and humanitarian service.

INTRODUCTION

The Walnut Hills Baptist Church (WHBC) Hospitality Center (HC), (Occupancy Type A-3) is available for use by WHBC and church members. Civic groups, community groups and other organizations may use the HC with special permission of the Church Council with certain restrictions and user/rental fees.

A. SERVICES PROVIDED

1. Meeting Rooms – The HC offers one large and three small rooms, which can be used together or separately. Two of the rooms can accommodate media presentations. Twenty round tables (60" in diameter) and ten rectangular tables (96" by 30") and 160 cloth stackable chairs are provided and can be arranged in a number of different configurations to fit the occasion. The microwave, dorm size refrigerator and small hand sink are available without kitchen rental. The coffee/tea brewer is considered part of the Kitchen and is not available.

2. Kitchen – The HC offers two reach-in refrigerators, one reach-in freezer, ice maker, convection oven, six burner range with griddle and double oven, deep fryer, warming unit, commercial dish washer, three compartment sink, food prep sink, hand sinks and counter space. The kitchen is only available with special permission from the Church Council to groups provided a WHBC certified kitchen liaison is present at all times while kitchen is in use. This includes preparation time and the duration of the event.

Building	Available	Square Footage	Capacity Seated (Lecture Style)	Capacity Seated With Tables
Combined Rooms (88' X 36')	1	3,168	196	180
Large Meeting Room (60' X 36')	1	2,160	160	117
Medium Meeting Room A (22' X 36')	1	792	75	63
Medium Meeting Room B (22' X 36')	1	528	50	36
Small Meeting Room (22' X 12')	3	264	25	18

Note: At no time shall the occupancy of the HC exceed 196 people.

B. USE

Eligible for HC use

1. **WHBC Organizations:** Committees, Church Staff, Bible Study Classes, Deacons, Mission Organizations, Music Ministry Groups, Youth/Children Groups, Senior Adult Groups and similarly recognized church groups.
2. **Active Church members:** Active church members using the HC for personal functions.

Permitted Uses (subject to approval by WHBC Church Council)

1. Arts and Educational Activities – activities for which participants are not charged a fee.
2. Celebrations (weddings, anniversaries, birthdays, graduations, retirements, showers, private banquets, etc.)
3. Other uses approved by the WHBC Church Council.

Prohibited Uses (not limited to)

1. Any function where alcoholic beverages are served.
2. Any function events where admission is charged.
3. Any function where goods or services are sold.

C. HOURS AVAILABLE FOR USE

Regular, Normal Hours of Operation

CHURCH SPONSORED FUNCTIONS WILL HAVE PRIORITY OVER ALL OTHER REQUESTS.

Currently the HC is not available on Wednesdays and Sundays.

1. 8:00 a.m. to 10:00 p.m. (weekdays). The Building will only be opened if an event is scheduled.
2. 8:00 a.m. to 10:00 p.m. (Saturday). The Building will only be opened if an event is scheduled.
3. Walk-through of the Building is available by appointment during business weekday hours from 9:00 a.m. to 4:00 p.m.

D. RESERVATION POLICY

1. In order to reserve a room(s), applicant must first submit a Building Reservation Form (Attachment A) and the appropriate security deposit to the Church Office. This deposit is separate and distinct from the rental fee, if required. The Reservation Form must designate the group contact. **WHBC Organizations are not required to submit a reservation form; they only need to schedule events with church office manager.**
2. Reservations will be made on a *first come, first serve* basis.
3. Individuals reserving a room(s) must be at least 21 years of age and be present during the event. All events must maintain a minimum ratio of 1:10 (persons 21 years of age or older versus persons 20 years of age or younger).
4. Full payment of all fees is due to the Church Office 30 days prior to the scheduled event. If the fee is not paid by this deadline, the reservation will be cancelled.
5. A refundable security (damage) deposit will be due at the same time as the reservation form.
6. **For church organizations**, reservations should be made no less than 30 days prior to the event. **For active church members** reservations can be made no earlier than one year in advance of the event date and no less than 30 days prior to the event.

7. Cancellation of events must be made in writing and received at least 30 days prior to the scheduled event date to receive a refund. The reservation fee plus the security (damage) deposit will be refunded. Cancellations received within 30 days of the scheduled event will forfeit security (damage) deposit.

8. Reservations are subject to modification due to unforeseen circumstances beyond WHBC's control. In these cases, a full refund will be issued if an alternative date cannot be determined.

9. All reservations and fee refunds will be subject to the approval of WHBC Church Council.

Long Term Lease Arrangements

1. Requests for repeat activities on a weekly or monthly basis are considered Long Term rental requests and will require approval from the WHBC Church Council.

2. Long Term requests will be approved for no more than 6 months at a time.

FEE POLICY

1. There are no fees for **WHBC organizations**. Currently there are no fees for active church members' personal use but a security deposit is required. Wedding receptions do require a fee for custodial services. This fee is set by the Church Council. See Church Office Manager for current custodial fee and security deposit amount. WHBC reserves the right to adjust fees for extraordinary circumstances.

2. Payments of cash and checks are accepted. Checks shall be made to the **Walnut Hills Baptist Church**. Payments will be accepted at the Church Office, 1014 Jamestown Road, Williamsburg, Virginia 23185.

3. The User is responsible for the costs of rental equipment, florist, or catering company deliveries, furniture set-up and decorating. The user understands that use of the HC DOES NOT INCLUDE ACCESS TO OR USE OF MEDIA EQUIPMENT OR THE KITCHEN. If the Church Council does permit the use of the Kitchen and Media Equipment, it will require that the Media Equipment be operated by a WHBC Certified Operator and that a Certified Kitchen Liaison be on hand for the entire event. Hourly rates for these individuals will apply.

4. Reservations are considered finalized once the security deposit, and other fees, if required, is paid at least 30/60 days prior to the event. If fees are not submitted on time, the reservation will be cancelled.

5. Damages (see examples below) will be assessed by the Church after each event. The cost incurred by the Church will first be deducted from the security deposit. Should the cost exceed the amount of the security deposit, the remainder will be charged to the user.

- Damage to building or grounds
- Damage to equipment or appliances
- Failure to properly clean up food, beverage, trash - both inside and outside the HC bathrooms, parking lots, etc.
- Incomplete removal of decorations, rental furniture or equipment
- Failure to vacate 1 hour after scheduled conclusion of event
- Other like reasons

6. Cancellation of events must be made in writing at least **30 days** prior to the date of the event. Any cancellations received less than 30 days from the date of the event will result in loss of the security deposit.

F. HC GUIDELINES/PROHIBITIONS

1. User is responsible for all damages to the building or grounds occurring during use.

2. User must comply with all fire, noise, and other lawful regulations.

3. No pets or animals allowed (with the exception of service dogs).

4. No tobacco chewing or smoking in the building.

5. No rice or sparklers outside the building. No rice, birdseed, sparklers or bubbles inside the building.
6. No open flames (that is, decorative candles on tables other than small votive candles in glass containment).
7. No alcoholic beverages of any kind.
8. No sale of any goods or services of any kind.
9. Promotional materials, advertising materials, and decorations must not list WHBC as a co-sponsor and must be approved prior to posting.
- 10. Use of tape or adhesives, nails, tacks on doors, windows, walls, or ceilings are forbidden. NO MATERIAL SHALL BE PLACED ON HC WALLS.**
11. Prohibited decorations include glitter, confetti, water in vases/bowls dyed with food color or other permanent dyes, water guns, water balloons and fingerblasters. Other items are subject to approval.
12. Any balloons (i.e., latex or Mylar) must be anchored. Free floating balloons cause a fire hazard with the recessed canister lighting in the HC.
13. Amplified sound systems used must be held to the minimum volume necessary to address those in attendance, and must not disturb surrounding areas. Music should not be heard outside the building at any time.
14. All vehicles must be parked in designated parking areas only.

Set Up Procedures

1. Set-up of tables, chairs, and/or additional equipment is the sole responsibility of the user.
2. Set up and preparation time is to be included in the hours reserved.
3. Storing of materials in advance of event is not permitted.

Clean Up Procedures

1. The building and grounds must be cleaned, decorations and trash removed and the building vacated by the stop time indicated on the reservation agreement. If not, the cost of cleanup and additional hourly usage will be deducted from the damage deposit.
2. User is responsible for removal of all personal articles, leftover food, decorations, etc.
3. User must wipe off all walls, table tops, chairs, counter tops, and appliances using approved cleaning supplies as designated by HC Kitchen Liaison. User must ensure the interiors of the oven and refrigerator are clean (food is removed and spills are cleaned using approved cleaning supplies).
4. User is not required to mop, but may be asked to spot clean.
5. It is the responsibility of the User to have rental equipment and furniture removed from the HC at the conclusion of the event. Failure to do so may result in the loss of the security (damage) deposit.

H. FOOD AND BEVERAGE POLICIES

If the kitchen is used, even by a caterer, a certified HC Kitchen Liaison must be retained, and present, for the duration of the event. The use of the Coffee/Tea Brewer in the large meeting room is included, provided those renting the space are trained to use the brewer. There is a charge for coffee and tea used. User assumes liability for damages (i.e., neglect, misuse or mishandling) to the microwave, the small refrigerator, the coffee/tea brewing system and the coffee service air pots.

I. DISCLAIMERS

1. WHBC is not responsible for property placed in or on the premises. All property must be brought in and removed the day of event.
2. WHBC reserves the right to deny applicants, cancel approved reservation dates for unforeseen circumstances (e.g., inclement weather or electrical outages).
3. WHBC reserves the right to remove from the premises any person or persons failing to abide by WHBC HC guidelines (e.g., disorderly conduct and inappropriate behavior).
4. Persons failing to abide by WHBC HC guidelines may be prohibited from applying for future use of the HC.
5. WHBC will not be liable for accidents, injury or damages of users of the facility.

Will rental equipment or furniture be used for the event? Yes _____ No _____

Name of Rental Company _____

Address of Rental Company _____

Names of Contact Person _____

Contact's Telephone Number _____ Cell Phone _____

It is the responsibility of the User to ensure that delivery and removal of Rental Equipment; set-up, decorating, break-down, and cleanup are accomplished within the time period reserved by the Applicant on the Reservation Agreement. Increased access to the HC not provided for in the Reservation Agreement and User Fee will be deducted from the Damage Deposit at the hourly rate.

Please read carefully the following statement before signing:

I have read and understood the guidelines governing the use of the Walnut Hills Baptist Church Hospitality Center and understand that the refund of my deposit paid is conditioned upon my adherence to these guidelines. I agree to indemnify and hold harmless Walnut Hills Baptist Church, its agents and employees from liability for any and all liability or damages resulting from use of the property.

DATE ___/___/___

SIGNATURE _____

TITLE _____

FOR OFFICIAL USE ONLY

Date Application Received _____

Damage Deposit \$ _____ Received _____

User Fee: \$ _____ User Fee Due Date _____

Comments:

Application is: APPROVED DENIED

Signature _____ Date _____