



**6696 Rockville Road
Indianapolis, IN 46214
(317) 241-9451**

INDOOR FACILITY USE

Policies and Procedures

The church building and grounds may only be used for activities which are consistent with the values of Christian living which Westlake Community Church of God (hereafter WCCG) promotes.

Priorities for events held at our facilities are as follows:

- 1: WCCG ministry activities
- 2: WCCG sponsored organizations.
- 3: Weddings (if not already on the church calendar).
Weddings should be booked 6 months to a year in advance ensure your date requested is available.
- 4: Community service organizations wanting to use our facilities outside normal office hours must have a member of the pastoral staff, custodian, or designated church representative present.
- 5: Other events:
Anniversary parties, business meetings, etc. wanting to use our facilities outside normal office hours must have a member of the pastoral staff, custodian or designated church representative present.

All groups will sign a reservation form (p.4) and fee agreement (p.5) and pay a \$100 refundable deposit.

Outside groups, not associated with Westlake church must provide proof of insurance.

The personnel fee is due 30 days prior to the event.

Scheduling Guidelines

1. All events must be scheduled through the office administrator at the church office. This will avoid scheduling conflicts and also ensures access to the building, proper heating and cooling for your event and allows you to request furniture arrangements for the room.
Please remember to cancel your reservation if your event is cancelled.
2. Events outside of office hours must have a member of the pastoral staff, custodian, or designated church representative present.
3. Reservations by outside groups can only be confirmed 45 days prior to the event in order to give priority to WCCG ministry events.
4. A security deposit of \$100 will be required from all groups and withheld until after the event in case of damages or if the room is not cleaned and trash cleared according to the guidelines below.
5. Proof of insurance is required by all outside groups and organizations. (This does not apply to church members or groups sponsored by WCCG). WCCG will not be held liable for any accidents incurred on church property.
6. Outside groups not associated directly with WCCG will have 30 days to sign and return the contract with their security deposit. After 30 days, the reservation will be cancelled.
7. **Upon confirmation** of a major event, the event coordinator should meet with the church office administrator or send a detailed list of requirements to communicate specifics for the event.

One month prior to the event, the church office administrator must receive room layout diagrams, audio-visual needs and any other equipment requests in order to integrate those requirements with other church activities.
8. Speaking or musical events that will require the use of microphones due to the size and acoustic of the room will need one of our sound technicians. Please make sure to book a church sound technician at the time of your reservation.
9. The facility is available from 8:30 a.m. – 4:00 p.m. on weekdays without having to schedule a designated church representative to be present. The use of our facilities after 4:00 p.m. on weekdays will require a designated church representative be present and there may be cost involved. Building must be vacated by 10:00 p.m. on weekdays and 8:00 p.m. on Saturdays and Sundays.
10. The Worship Center is not available except for weddings. The Youth Center is not available after 8:00 p.m. on Saturdays to allow custodian and worship personnel to prepare for Sunday services.
11. WCCG reserves the right to cancel any reservation due to unforeseen circumstances.

Building Use Guidelines

1. Users agree to leave the room in the condition it was found. Trash should be bagged up and placed in the dumpster on the North side of the building by the children's play area.
2. It is your responsibility to clean the kitchen and all kitchen utensils and equipment.
3. Reservations must include all requirements for furniture, audio-visual needs, etc. Furniture, audio-visual equipment, or other items should not be moved from one room to another. Only WCCG approved technicians are authorized to use the church's sound and multi-media equipment.
4. No smoking or consumption of alcohol or drugs is permitted on church property.
5. Parents are responsible for their children who must be under their direct supervision at all times unless the event has organized childcare.
6. Equipment belonging to WCCG may not be removed from the church property.
7. If significant changes in room arrangements, equipment or services are required, notice must be given at least one week prior to the event.
8. ~~No groups or individuals soliciting business for personal or corporate profit may use the facilities.~~
9. WCCG is not responsible for any damaged or missing personal items, accidents or loss.

Scheduling Procedures

1. All rooms must be scheduled using the Event Reservation Form found on p.5. Specific rooms may be requested; however, under most circumstances, a room will be assigned based on group size, room availability and any special requirements.
2. Only church trained and approved personnel may operate the church's sound and visual equipment. If the event requires the use of this equipment, a church designated technician must be booked at the time of the reservation. Please contact the Office Administrator to book a church technician.

Fees

The following fees are due 30 days before the event.
All fees are subject to change within 90 days of the event date.

Fees include custodian services and cleaning, restroom supplies and the cost of heating or cooling the building for your event. Fees are charged per day not per event.

Monday – Friday (8:30 am – 4:00 pm)	Free of charge
Building use outside of these times	Personnel fee: See pricing below
Weekends	Personnel fee: See pricing below
Rooms for < 25 people	\$ 25
Rooms for 25 – 100 people	\$ 50
Rooms for 100 – 150 people	\$ 100
Furniture set-up and/or break-down If your event team is taking care of the arrangements, no fee applies	Personnel fee of \$ 50
Sound Technician One of the church's sound engineers is required to use the sound system.	\$ 100
Multi-media Technician To run Power Point, video, etc...	\$ 100
Security Deposit Will be returned 30 days after event providing there no damages to church facility or property and provided that the room is cleaned and trash cleared according to the guidelines on p. 3.	\$ 100

Total \$ _____

Title of Event

Signature

Date

Event Reservation Form

Name/Organization: _____

Contact Person(s): _____

Address: _____ State _____ Zip _____

Tel: (home) _____ Tel: (work) _____ Email: _____

Name/Type of Event: _____ Size of Group: _____

Date of Event: _____ Begin Time: _____ End Time: _____

Sound Technician
Required for sound system (most events need microphones)

Multimedia Technician
Required to run video, slide-show etc.

Access to kitchen No. of tables _____ No. of chairs _____

Room arrangements: _____

Use this space for diagrams:

Special Requirements:

Signature

Printed Name

Date

For church official
Reservation confirmed:

Signature

Title

Date

