

WOW Center use Policies & Procedures

OBJECTIVES: Because from its inception the purpose of the WoW Center was to be a tool (resource) to be utilized by WOW Ministries as well as like minded community based groups the following Policies & Procedures are set forth as a guide to ensure understanding of how that can happen.

Priority of Use: Anyone can access the online calendar at www.whatswow.com. WOW Vineyard Community can tentatively add an event to the calendar, then it must be approved. Priority for facility use always goes to WOW ministries first, however, once there is a signed contract and the event is on the official online calendar, the contracted event has priority. Any Recurring bookings can be subject to change to accommodate special events. Ministries that fall under category “1” below do not require a contract, all others require a contract.

1. Fees are waived for the following ministries:
 - a. Official WOW ministries
 - b. Any faithful attender for approved general use
2. Fees may be reduced or waived for the following conditions.
 - a. Ministries of faithful attenders of the WOW Community that are involved in a Para church ministry that is not an official WOW ministry
 - b. Specific strategically endorsed, for profit endeavor (such as Day Care Centers) by faithful attenders of the WOW Community
 - c. Specific strategically endorsed, for profit endeavor (such as Day Care Centers) operated by individuals outside of the WOW Community
3. Fees will be assessed according to the prices listed on the Wow Center request form:
 - a. Community Para church Ministries operated by individuals for individuals neither of which are attenders of the WOW Community.
 - b. For Profit functions operated by individuals outside of the WOW community
 - c. Community Use that is like minded

All of the above is subject to change on a case by case basis at the sole discretion of the WOW Board (as it considers strategic vision).

Advertising: The WOW Center manager or a Without Walls Vineyard pastor must approve advertising of ministries, clubs, recurring or special events. This includes any banners, signs or electronic media that would be displayed at the WOW Center.

Responsibilities:

All requested room use must be submitted in written form to the WOW Center Manager or the WOW concierge at least 2 weeks prior to the proposed use. If a request is put forth in the form of a standing meeting use, at least a one month notification would be considered appropriate.

No food or drink other than coffee, tea, water, or non colored soft drinks are allowed with the standard room use. Absolutely no **RED DRINK** of any kind is to be use in the WOW Center because of its staining nature.

Those granted permission to use a room (or the facility)

-Are expected to set up the room, clean the room, & return the room to it's original condition with each use. Failure to do so may result in the forfeiture of (some of OR all of) the damage/cleaning deposit.

Access & Closing (if you are the last one to leave the Building)

-The key code will be given to the person signing out the room as needed for opening/closure of the building. If there is a problem with that, a phone call to a Pastor or ministry leader is appropriate. All lights should be turned off by the last person leaving the building

Special equipment or other Special considerations

-If the person requesting the room anticipates special equipment or other needs (Microphone, TV/DVD, Tables, food or drink outside of the policies & procedures, posters hung on the wall, Use of candles, additional signage use, Etc.) should be submitted in written form with the original request. This may constitute the need for additional fee's or increased Damage Deposit depending on the discretion of the 501C.3 Board.

Other considerations

-Rooms that have been reserved are the only rooms that should be used. Rooms should be vacated at the time indicated on the reservation form.

-If others are simultaneously in the facility, appropriate noise volume control is required or ongoing room use may be jeopardized.

-The WOW Center is a Non-smoking, Non-alcohol facility.

-Tacks, nails & staples are not to be used on the walls. With special permission posters may be hung using temporary putty. Tables should be protected from hot dishes (should a food use be granted).

-All youth & children activities must have a responsible adult in attendance with them. When adults are at the WOW Center for any reason and children are brought with them, the children must stay in the same room with the adults, or an approved childcare worker must watch them in a room with the adults, or an approved childcare worker must watch them in a room scheduled for their use. For safety & liability, children may not be allowed to roam the WOW Center unsupervised.

Updated March 23, 2009

WOW Center Fees

1. Room(s) desired (4 hour block)

- Complete facility \$250
- Auditorium \$150
- Foyer \$35
- Red Room \$50
- Blue Room \$35
- Green Room \$35
- Lounge \$35
- Quiet Room \$25

2. Date and Time

- a. Start _____
- b. End _____
- c. Recurring _____

3. Other needs.

- Audio Visual needs
 - Sound \$100
 - Video (included with sound)
- Tables (included with room rates)
 - Round _____
 - Rectangle _____
- Chairs (included with room rates)
 - Quantity _____
- Concierge Service \$50

4. Damage/Cleaning Deposit \$50 for small rooms or \$75 for large room or facility

I _____ have read the WOW Center facility policy and procedures and agree to the terms.

Signature _____ Date _____

WOW Center Facility Use Policy

1. Each group is responsible for set up and take down of tables & chairs. Please leave it as you found it.
2. Please take care of any waste materials – papers, cups, garbage.
3. If you are the last group/person to leave the building please be sure that all doors are closed and locked. The back door can be deceiving – please be sure to pull it until it clicks! DOUBLE CHECK!
4. When using a cabinet drawer, make sure it is locked when you return the materials.
5. Turn off all lights. Only turn off the circuit breakers that are painted white.
6. If you need special assistance or extra preparation, please contact the Wow Center Concierge at least one week in advance.
7. Please be aware of other groups meeting in the facility at the same time. Be aware of noise level, sensitive to privacy, etc. if a meeting room door is closed.
8. WOW Center is a SMOKE FREE facility. Smoking is not permitted.
9. If you need an announcement to be made to the WOW Community, contact the WOW Center Concierge at least one week in advance.
10. Each ministry leader (person responsible for renting the space) will be issued one key for use for the duration of your event. The key must be returned when your event is complete.

I _____ have read the WOW Center facility policy and procedures and agree to the terms.

Signature _____ Date _____

