

FACILITY USAGE AGREEMENT PROCEDURES



WILEY KENNEDY

FAMILY LIFE CENTER

1037 Eastman Street Columbia SC 29203

Office: 803.735.0410

wkfamilylifecenter@gmail.com

HOURS OF OPERATION

MONDAY - CLOSED

TUESDAY-FRIDAY 8:30AM-12:30PM

Anita Aiken, Administrative Assistant
Deacon Theodore Jackson, Assigned Leader
Dr. Anthony A. McCallum, Pastor

USAGE AND RENTAL PRICES

Any Church Member, Non-Church Member, or Ministry requiring the use of the gym or conference rooms at the Wiley Kennedy Family Life Center must complete a 'Facility Usage Agreement Form'. The cost of renting the facility can be determined by referencing the 'Facility Rental Prices' document. A copy of each of the forms referenced are enclosed in this packet.

GUIDELINES

Please assist us in ensuring you have a positive experience and your event is successfully executed by adhering to the following guidelines:

1. To book an event, the requestor must call or stop by the WKFLC to determine whether the desired date is available. If the date is open; the event can be TENTATIVELY reserved until the 'Facility Usage Agreement' form has been completed and a deposit provided; when required.
 - a. It is our preference that the event be booked 3 months prior to the planned date.
 - b. Associated fees must be paid in full 60 days prior to the special event.
2. The rental price covers use of facility for 5 hours. Additional time required to extend the event must be approved by the WKFLC Office Assistant; associated fees will be reassessed at a rate of \$100.00 per hour.
 - a. Time spent for set-up and break-down must occur within the same date of the planned event unless the event is being sponsored by a BBC Ministry. When this occurs, the additional time must be documented on the 'Facility Usage Agreement' form.
3. Once the form has been completed and the floor plan captured, it is recommended a face-to-face appointment be made with the WKFLC Office Assistant.
 - a. During the initial meeting, time will be spent discussing the details of your event; and ensuring pertinent information has been documented.
4. No smoking, no dancing (except line dancing), no use of DJs, burning of candles or consumption of alcoholic beverage will be permitted in the facility.
5. Balloons may be used; however, they must be securely tied down to prevent them from rising to the ceiling or getting caught in the rafters.
6. WKFLC cannot be responsible for any items brought into the facility for use at your special event. Therefore, ALL items must be removed from the facility at the end of the day; during your breakdown time.