

## HOSPITALITY CENTER

### Facilities Use Guidelines and Contract (Revised December 2011)

Walnut Hills Baptist Church  
1014 Jamestown Road  
Williamsburg, Virginia 23185  
757-220-5900  
[www.whbconline.org](http://www.whbconline.org)

## 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.
3. Community Organizations, Civic Groups and Non-profit Organizations: Civic and neighborhood organizations and non-profit organizations will be considered by the WHBC Church Council on a CASE BY CASE BASIS ONLY.

### ***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 Contract Form **Attachment A** an administrative fee of \$50.00, and a security deposit of \$100.00 to the Church Office. This security deposit is separate and distinct from the administrative fee, if required. The Reservation Form must designate the group contact. If the event occurs on a Friday afternoon or anytime Saturday, an additional \$50.00 custodial fee is required. There may be times in which a church activity may follow a non-church event and the H/C may need to be cleaned and set up for that church activity outside the normal cleaning and setup times. When this occurs, the organization, or church member using the H/C for private use will be asked to either pay a \$50.00 cleaning/setup fee or clean and setup the H/C as per a diagram supplied by the Building and Grounds Committee. **WHBC Organizations are not required to submit a reservation form unless requesting use of the kitchen or media, in those cases they will need to complete Attachment B; otherwise 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. Active church members using the H/C for personal functions are only required to submit a security deposit of \$100.00 with the Building Reservation Form (Attachment A). If the event occurs on a Friday afternoon or anytime Saturday, an additional \$50.00 custodial fee is required.
5. WHBC Organizations are not required to submit an administrative fee or a security deposit.
6. **For church organizations**, reservations should be made no less than thirty (30) days prior to the event. **For active church members**, reservations can be made no earlier than one (1) year in advance of the event date and no less than thirty (30) days prior to the event. **For community organizations**, reservations can be made no earlier than six (6) months in advance of the event date and no less than thirty (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 administrative fee and the security deposit will be refunded. Cancellations received within 30 days of the scheduled event will forfeit the administrative fee, but the security deposit will be refunded.
8. Reservations are subject to modification due to unforeseen circumstances beyond WHBC's control. In these cases, a full refund of all fees and deposits will be issued if an alternative date cannot be determined.
9. All reservations, fees and deposit 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 – All deposits and fees will be paid when the reservation form is submitted. The form will not be accepted without appropriate fees and deposits.**

1. There are no fees for **WHBC organizations**. **For active church members'** personal use, a security deposit of \$100.00 is required and if the event occurs on a Friday afternoon or anytime Saturday, an additional \$50.00 custodial fee is required. Wedding receptions do require a fee for custodial services. This fee is set by the Church Council. See Church Office Manager for the current wedding custodial fee. 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 for Active Church Members and Community Organizations are considered finalized once the Church Council approves the reservation.
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 administrative fee.

#### **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 finger blasters etc. 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 (See Attachment)**

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 deposit and additional fees.

## **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.

**ATTACHMENT A**

**HOSPITALITY CENTER RESERVATION CONTRACT**

**The WHBC Hospitality Center**

1014 Jamestown Road  
Williamsburg, Virginia 23185  
(757) 220-5900

This Reservation Contract must be completed and returned to the Walnut Hills Baptist Church at 1014 Jamestown Road, Williamsburg, Virginia 23185, along with specified security deposit and administrative fee, if required, for **active church members**, no earlier than one (1) year in advance of the event date and no less than thirty (30) days prior to the event or for **community organizations**, no earlier than six (6) months in advance of the event date and no less than thirty (30) days prior to the event. The applicant must read and agree to abide by the instructions listed below. Anyone signing this form **MUST BE AT LEAST 21 YEARS OF AGE** and must accept the responsibility for use of the Hospitality Center of Walnut Hills Baptist Church during the date and time agreed. Please make checks payable to Walnut Hills Baptist Church.

**APPLICANT INFORMATION**

1. Contact Person's Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. City/State/Zip Code \_\_\_\_\_
4. Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
5. Email \_\_\_\_\_
6. Name of Organization (if applicable) \_\_\_\_\_

**PROGRAM INFORMATION**

Today's Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date of Event: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time In: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Out: \_\_\_\_\_

Description of Proposed Activity: \_\_\_\_\_

\_\_\_\_\_

Total Number of Expected Participants: \_\_\_\_\_

**Note: Building Occupancy is limited to 196 by City of Williamsburg Fire Code**

Will food be provided? Yes \_\_\_\_ No \_\_\_\_ Will a Caterer be used? Yes \_\_\_\_ No \_\_\_\_

Name of Catering Company \_\_\_\_\_

**Specific Areas of the HC Requested:**

\_\_\_\_\_ Entire facility (Large/Small Rooms combined)

\_\_\_\_\_ Large Room

\_\_\_\_\_ One Small Room

\_\_\_\_\_ Two Small Rooms \_\_\_\_\_ Three Small Rooms

\_\_\_\_\_ \*Kitchen (Permission of Church Council required for use)

\_\_\_\_\_ \*Media Equipment (Permission of Church Council required for use)

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 \_\_\_\_\_ Comments:

Must Receive with Application:

Damage Deposit \$ \_\_\_\_\_, User Fee: \$ \_\_\_\_\_, Custodial Fee \$ \_\_\_\_\_ (if required)

Application is:                      APPROVED                      DENIED

Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy of form to B&G \_\_\_\_\_

Release of Damage Deposit, minus Damages/Clean-up/Set-up costs \$ \_\_\_\_\_ (IAW Damages and Clean up paragraphs).

Total \$ \_\_\_\_\_ approved by Building & Grounds signed: \_\_\_\_\_ Date: \_\_\_\_\_

Walnut Hills Baptist Church  
Hospitality Center Weekend Cleaning/Set-up of Hospitality Center

Please check each item that was accomplished and sign the bottom. Return completed form to church office. Thank you. Building & Grounds Committee

- 1. VACUUM - carpet in Hospitality Center including foyer as needed
  
- 2. REST ROOMS - Check and clean all rest rooms that were used as follows:
  - 2.1 Replace toilet tissue that has a quarter roll or less on a spindle.
  - 2.2 Put two spare rolls on the tank cover in every rest room.
  - 2.3 Leave some paper towels on the counter top below the locked towel dispensers if supply less than 25% as dispensers will be locked.
  - 2.4 Sweep floors as needed
  
- 3. HALLWAYS - Sweep if needed to assure these areas are clean
  
- 4. TRASH CANS - Empty all trashcans and place trash in Trash Center containers
  
- 5. LIGHTS - Turn off all lights
  
- 6. SECURITY - Secure all exterior doors that were used
  
- 7. KEYS - Return keys issued for the event to the Office Manager

Note: All supplies are located in the custodians closed across from the Church Office.

Comments:

I have performed the tasks as instructed above.

Sign name: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT B**

**HOSPITALITY CENTER RESERVATION CONTRACT**

***WHBC Organizational Use Only***

**The WHBC Hospitality Center**

1014 Jamestown Road  
Williamsburg, Virginia 23185  
(757) 220-5900

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**APPLICANT INFORMATION**

1. Contact Person's Name \_\_\_\_\_
2. Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
3. Email \_\_\_\_\_
4. Name of WHBC Organization \_\_\_\_\_

**PROGRAM INFORMATION**

Today's Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time In: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Out: \_\_\_\_\_

Description of Proposed Activity: \_\_\_\_\_

Total Number of Expected Participants: \_\_\_\_\_

***Note: Building Occupancy is limited to 196 by City of Williamsburg Fire Code***

Will food be provided? Yes \_\_\_\_ No \_\_\_\_ Will a Caterer be used? Yes \_\_\_\_ No \_\_\_\_

Name of Catering Company \_\_\_\_\_

**Specific Areas of the HC Requested:**

\_\_\_\_\_ Entire facility (Large/Small Rooms combined)

\_\_\_\_\_ Large Room

\_\_\_\_\_ One Small Room

\_\_\_\_\_ Two Small Rooms

\_\_\_\_\_ Three Small Rooms

\_\_\_\_\_ \*Kitchen – Limited Use (Ice Maker, Refrigerators, Coffee Equipment, Sinks and Work Tables)

\_\_\_\_\_ \*Kitchen – Full Use (Permission of Church Council required for use)

\_\_\_\_\_ \*Media Equipment (Permission of Church Council required for use)

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 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 \_\_\_\_\_

Comments:

Application is:            APPROVED                            DENIED

Signature \_\_\_\_\_ Date \_\_\_\_\_