

MISSION WACO FACILITY USE: SPECIAL EVENTS - POLICIES AND FEES

REQUIREMENTS

- The Office Coordinator must receive a completed **Facility Use Form – Part 1** and deposit(s) (as required) before reservations are confirmed.
- **Additional for weddings:**
 - A Special Events Coordinator (see SANCTUARY-WEDDINGS section below for guidelines/description) must be selected and confirmed before wedding date is confirmed.
 - Your requested date will only be held for 72 hours after confirmation of availability. Part 1 and your deposit must be received by that time or your requested date may be released.
 - Both the bride and groom must sign the Facility Use form.
 - **Part 2** form must be turned in 2 weeks prior to wedding.
- **Additional for Jubilee Theater:** In most cases, a Sound Technician (see JUBILEE THEATER section below for guidelines) must be selected and confirmed before the event date is confirmed.
- Mission Waco accepts no responsibility for **lost or stolen property** in the buildings or on the property.
- Mission Waco is a Christian non-profit organization and requests that all meetings, ceremonies, weddings, and events be held in a manner consistent with **Christian principles**.
- Alcoholic beverages, illegal substances, vulgar language, immoral or inappropriate behavior is not permitted in our facilities or on our properties at any time. Smoking is not permitted inside buildings. The user is responsible for supervising the behavior of event participants.
- Mission Waco Executive Director, Assistant Director, or other assigned staff must approve any **flyers or publicity** for public events held on Mission Waco properties **prior to publication or distribution** – please allow 3 working days for approval. (Wedding or birthday party invitations, etc. sent to personal family and friends, or meeting notices sent to your church or non-profit organization do not need prior approval.)
- Any **fees or ticket prices** charged to the public or participants of your event must be disclosed on your Facility Use Form.

FINANCIAL ARRANGEMENTS

- All required fees are listed below and must be paid in full at least **two weeks** prior to the event (see exceptions below -- deposit due at the time of reservation in some cases).
- Any deposits may be refunded if **cancellation notice** is given at least **two weeks** prior to the event. (Note for weddings: written cancellation notification required.)
- Checks may be made out to Mission Waco and marked “Facility Use – Fee (or Deposit)”. Send to Office Coordinator, Mission Waco, 1315 N. 15th Street, Waco, TX 76707.

FACILITIES AVAILABLE – See sections below for complete information

- A. Meyer Center: Sanctuary, Dining Hall with kitchen, Classroom
- B. Jubilee Theater, Climbing Wall
- C. Meeting Rooms (some with kitchens); Jubilee Park; Dormitories; Tent

A. MEYER CENTER – 1226 Washington Avenue

1. GENERAL GUIDELINES FOR ALL MEYER CENTER EVENTS

- **It is the responsibility of the user/bride/groom to communicate these guidelines to any hired or volunteer helpers.**
- All **florists/decorators** decorating for any wedding or event in any room will be expected to leave the room in the same order in which they found it prior to decorating. This is to be done within 30-45 minutes following the wedding or event in order to allow the custodian to do their work. Any other arrangements must be made two weeks prior through the Special Events Coordinator. Also, the florist/decorator must coordinate the arrival time of any flowers/decorations at least two weeks prior to the wedding. No flowers may be placed on any surface where water or petals may cause damage.
- Mechanical **candles** are strongly preferred in the sanctuary, with the exception of the large unity candle itself. However, drip-less candles may be used if provisions are made to protect the carpet, floor or furnishings. Due to fire safety concerns, the following guidelines must be observed: 1. All candles used in the buildings must be placed so that they are clear of other materials that may catch on fire. 2. No lit candles are to be left unattended at any time. It only takes a moment for a fire to begin. Please take these precautions seriously.
- **Other decorations:** Care must be taken to protect wooden or wall surfaces. No nails, tacks, etc. are to be driven into the woodwork, walls, furniture, or any hardwood surface. Only masking tape may be used. Any decorations other than flowers, pew ribbons, and candelabras need approval through the Special Events Coordinator at least two weeks prior.
- No one is allowed to hang anything in the sanctuary that requires a **ladder or lift** unless the vendor (someone who assumes legal liability) makes prior arrangements with Assistant Director and provides proof of liability insurance, proof of workman's compensation insurance and an additional deposit.
- **Thrown items:** Only birdseed may be thrown outside the building. Only silk flower petals are permitted to be thrown during the ceremony and must be removed by the user following the ceremony. No rice, confetti, birdseed, or any other material may be thrown inside the building.
- **Photography:** Bring a protective cloth or pad if you plan to stand on the pews to take pictures.

2. SANCTUARY – WEDDING

- \$500 – **BASIC WEDDING PACKAGE** includes building use (5 hours including rehearsal, decorating, wedding, and cleanup); special events coordinator (approximately 5 hours); custodial; sound technician (wedding day or night only). Additional access to the building for decorating is \$50/hr. \$20/hr – (optional) – sound technician for rehearsal.
- \$1000 – **FULL WEDDING PACKAGE** includes building use (10-15 hours including planning, rehearsal, decorating, wedding, and cleanup); special events coordinator (approximately 10-15 hours); custodial; sound technician (rehearsal and wedding day or night).
- \$100 – **wedding deposit due with reservation at least one month prior to event** – refunded within one week after the wedding if no breakage or damage to building.
- The **Special Events Coordinator** must be selected from a list approved by Mission Waco, and will be responsible for pre-wedding orientation (1 hr), access to the building during wedding planning (none - Basic; as needed - Full), and present for the rehearsal (1 hr – Basic; as needed - Full) and decorating/ceremony (3 hrs – Basic; as needed - Full). They will be helpful to you due to their familiarity with wedding ceremonies, the building and Mission Waco guidelines for

building use. They will coordinate your reservation and building access needs with our office and custodial staff.

- Sound system available in sanctuary includes: Three (3) microphones with stands, keyboard, one (1) lapel microphone, and CD/cassette player.
- Special features: The sanctuary has beautiful stained glass windows, as well as carved wooden candleholders that attach to the ends of the pews. The sanctuary seats approximately two-hundred-and-fifty (250) people. (Balcony available only for photographer.)
- Handicap access is available to the sanctuary through the elevator located inside the covered parking lot entrance. The handicap accessible restrooms are located on the other end of the building through a separate entrance. Please notify the custodial staff if you anticipate wedding party members or guests who will need this access.
- Dressing areas for the wedding party can be arranged by prior request, however precautions must be taken by the wedding party to secure their belongings.

3. SANCTUARY – FUNERAL, WORSHIP SERVICE, or MEETING

- \$60/hr (2 hr minimum) – building use
- \$20/hr (2 hr minimum)- sound technician
- \$15/hr (2 hr minimum) – custodial
- See notes about sound system and handicap access in SANCTUARY-WEDDING section

4. DINING HALL with KITCHEN – if available

- \$100 per hour (including your own clean up). Use of kitchen intended primarily as a staging area. Cooking the food for the event is not permitted. Ovens and stove may be used to keep food warm. Refrigerator space is limited. *Kitchen must be cleaned and straightened following use. Fee does not include kitchen clean up.*
- \$50 – deposit required if food/beverages would be served – refunded within one week after the event if user properly cleans up area.
- Sound system available in dining hall includes: CD player, one (1) microphone with stand.
- Please be reasonable in your requests for early access for decorating or setting up food.
- Any catering equipment or serving dishes/utensils brought in must be clearly marked, and care must be taken to not remove any of Mission Waco's equipment/utensils by mistake.
- 60-inch round tables and folding chairs are available; however we do not furnish any table linens or serving dishes/utensils. A limited number of 6-ft or 8-ft tables are available for serving. The seating capacity is for approximately ninety (90) people.

5. CLASSROOM – if available

- \$50/hr – building use
- \$15/hr – custodial
- \$50 – deposit required if food/beverages would be served – refunded within one week after the event if user properly cleans up area.

B. JUBILEE THEATER – 1319 N. 15th

1. JUBILEE THEATER

- \$200 deposit is due with signed Facility Use form to make reservation. Deposit will be refunded within one week after event if there was no breakage or damage done.
- All fees must be paid two weeks prior to usage or reservation is automatically cancelled.

- Seating capacity: 200
- Special features: drop down screen; big screen projector with computer, VHS, and DVD/CD capacity; full-length curtain; outside neon marquee lights; sound system with 6 mics
- The **Sound Technician** must be selected from a list approved by Mission Waco, and will be responsible for opening/closing the facilities, access to sound equipment/booth, operation of sound board/booth, and will be present for the event. They will be helpful to you due to their familiarity with sound system/equipment, the building and Mission Waco guidelines for building use.
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- The user is responsible for the content of any events and for monitoring the behavior of participants in and around the theater and Jubilee Center.
- Notify Mission Waco ahead of time if food or drinks will be served. McLennan County Health District has restrictions on what can be served without presence of Food Service Manager. Catering arrangements can be made with Mission Waco’s World Cup Café.
- The aisles to exit doors must remain clear at all times.
- **Base Rates** include one sound/light person during theater rental. NOTE: Rental time includes equipment removal time!

RATES FOR:	<u>REGULAR GROUPS</u>	<u>NON-PROFITS - CHURCHES</u>
Two hour rental (minimum)	\$180	\$150
Three hours	\$270	\$225
Four hours	\$360	\$300
Five hours	\$430	\$360
Six hours	\$500	\$420
Additional hours	\$70/hour	\$60/hour

- **Additional Rates – as applicable:**
 - **For events with more than 100 attendees: Security Guard** must be hired by group renting the facility. Proof of hiring required before event.
 - If the event is such that the stage will be reset multiple times during the event (i.e. talent show, multiple bands, etc), an additional **Sound Technician** is required. Add \$20/hr to rates above.

2. CLIMBING WALL

- 28-foot wall located at back of Jubilee Theater
- Individual climbing or group reservations available -- \$10/person with 10-person minimum. Includes instruction and equipment (harness, shoes). 1.5-2 hours of climb time.
- \$50 deposit required for groups (unless a paid Work Group reservation/deposit has already been received).
- Signed “Release of Liability” form required for all participants (parent/guardian must sign for those under 18 years of age). Minimum age: 7 years old.
- Three “routes” to the top for beginner, intermediate, and advanced climbers. Construction approved by certified structural engineer.

C. OTHER FACILITIES

1. MEETING ROOMS:

- a. **Board Room** - 1315 N. 15th -- seats 25-30; kitchen facilities available
- b. **Alpha Quest** - 1305 N. 15th -- seats 30-50; kitchen facilities available
- d. **The ROCK** - 1525 West Ave. – seats 30-80; kitchen facilities available

e. Training Center – 628 N. 15th -- seats 20-30; kitchen facilities available

- Available to non-profits or churches, and for private meetings/events if approved Mission Waco staff are involved -- \$30 for up to 2 hours (and each addl 2 hrs). Some spaces may have limited access unless a Mission Waco staff member is present – or unless custodial fee of \$15/hr is paid.
- Extra fee of \$30 if kitchen facilities are used (including your own clean up). Use of kitchen intended primarily as a staging area. Cooking the food for the event is not permitted. Ovens and stove may be used to keep food warm. Refrigerator space is extremely limited. *Kitchen must be cleaned and straightened following use. Fee does not include kitchen clean up*
- \$30 – additional fee assessed if meeting area and/or kitchen are not properly cleaned and returned to order.
- All are handicap accessible. All have handicap accessible restrooms, with the exception of Alpha Quest, which has two small steps up to the restroom.

2. JUBILEE PARK – 1308 N. 15th

- Available at **no cost** and priority given to residents, non-profits or churches in our North Waco neighborhood for the purpose of birthday parties, family events, and other community events.
- Fenced park with lighted pavilion, covered picnic tables, sand volleyball court (net provided -- bring your own volleyball), playground, water spigot, and barbeque grill. Access to basketball goals and parking lot across the street at Jubilee Center can be arranged.
- Jubilee Park is located in a residential area, so attention must be given to noise levels of music, people, etc. so as to respect the neighbors.

3. DORMITORIES – 628 N. 15th

- Limited availability to non-profits and churches.
- 2 sleeping areas – 24 bunks for men, 24 for women. 2 showers and at least 2 toilets/sinks in each sleeping area.
- \$9/night/person (lodging only – group provides own food, linens, towels, etc.). Extra fee for meals.
- Any groups using the dormitories as part of our Work Group or Poverty Simulation training programs must refer to separate contract and guidelines for those programs. See website www.missionwaco.org for details.

4. TENT –

- Limited availability to non-profits and churches, and for private weddings/events if approved Mission Waco staff members are involved.
- 30' x 30' green/white peaked tent with metal center and corner poles, and gray wooden side poles. White side panels are also available. Chains and stakes/fence posts are used to secure the tent to the ground.
- \$100 fee for tent use for up to 4-day period.
- \$50 optional additional fee for setup/take down by Mission Waco volunteers (when available)
- Requires care/caution when transporting due to long center pole and heavy/bulky parts.

D. COMPARISON FIGURES

(as of Oct 2010)

- City of Waco buildings:
 - Cameron Park Clubhouse – 6 hours \$500; \$100 addl hr; \$250 deposit

- Harrison Center – \$50/hr; \$100 deposit
- Meeting rooms (Dewey, S. Waco) – \$50/hr; \$100 deposit
- Ranger Hall: \$400/day plus fees for insurance, chairs, tables, catering. \$200 deposit
- Churches (various):
 - Sanctuary -- \$1500 for 6-8 hours; plus custodial and sound tech fees
 - Chapel -- \$300-400 for 6-8 hours; plus custodial and sound tech fees
 - Fellowship Hall or Parlor - \$200-350