

THE WAY | WOODSTOCK FACILITY USE POLICY

It is a land the LORD your God cares for; the eyes of the LORD your God are continually on it from the beginning of the year to its end. - Deuteronomy 11:12 NIV

I will lie down and sleep in peace, for you alone, O LORD, make me dwell in safety. - Psalm 4:8 NIV

Welcome to The Way | Woodstock, where we are committed to Sharing in Hope, Living with Purpose for the Sake of Others.

We are pleased you have considered holding your event at one of the church's facilities. We hope your experience on our campus will be warm and friendly. We will do everything we can to accommodate your needs. Even if you are not a member of The Way, we consider your group part of our church family while you are here.

FACILITY USES

The Way | Woodstock facilities may not be used for personal profit and no solicitation or direct selling of products or services is permitted.

As good stewards of the property entrusted to us, we cannot permit high-risk activities in which people may be injured or that may cause undue wear and tear on church property.

The Way | Woodstock does not permit overnight events other than those organized and supervised by church staff.

A church representative will be available while guests are on campus to assist with any needs.

Single-Use

The Way | Woodstock desires to be an integral part of the community and is happy to make its facilities available to organizations/events that align with the church's values. Examples include faith-based workshops, conferences, and presentations. All requests will be considered by the church.

Ongoing Use

The Way | Woodstock has longstanding relationships with several community organizations that include regular, ongoing use of the church facilities. These organizations generally include a member of The Way. Requests from other organizations seeking this type of arrangement will be considered based on space availability and event purpose.

Sanctuary, Chapel and Latimer Worship Space

The sanctuary, chapel, and Latimer Worship Center are designed for praise and worship events and are not open for Facility Use Requests except on a limited basis. Acceptable events in the sanctuary include worship services, weddings, musical performances, and commencement ceremonies (including practices). Groups may be allowed to hold meetings in the sanctuary or chapel at the discretion of The Way | Woodstock staff. Musical instruments that belong to The Way | Woodstock must be played by The Way | Woodstock approved musicians unless previously approved by the church's director of Worship.

Weddings

The Way | Woodstock is not available as a wedding venue for non-members. For members of The Way, please contact one of the pastors to inquire about pre-marital counseling, marriage officiating, and/or reserving The Way sanctuary or Latimer Hall Worship Center for a wedding.

SCHEDULING CONSIDERATIONS

Anyone desiring to reserve space at The Way | Woodstock must complete a Facility Use Request, available online at www.thewaywoodstock.com/building or from the church office during regular business hours.

Requests from groups outside the church will not be accepted more than 90 days in advance of the planned event except for weddings and pre-approved, regularly occurring events.

Events on the church campus must conclude no later than 9 p.m. Sunday through Friday and no later than 7 p.m. on Saturday. This means attendees must be out of the building by the concluding time.

There may be times when the church cannot accommodate Facility Use Requests for ongoing events (weekly, bi-monthly, monthly) due to church functions or other ministerial needs. Event organizers will be notified as soon as possible of scheduling conflicts.

SUBMITTING A REQUEST TO RESERVE SPACE

1. Complete the Facility Use Request form, available online at www.thewaywoodstock.com/building.
2. Except for church-sponsored events, The Way does not generally accept Facility Use Requests more than 90 days prior to an event. Please allow two weeks for the request to be reviewed. You will be notified by email if your request has been approved and what fees are required. Reservations are not final until all fees have been received.
3. Facility Use Requests for ongoing, recurring activities must be submitted annually for consideration; the church year for facility use planning runs from January through the end of December.

SOUND AND AUDIO-VISUAL EQUIPMENT

The sound and AV systems in the worship spaces are highly technical and only The Way | Woodstock approved persons are permitted to operate this equipment.

An organization requiring sound or AV support for an event must submit a request at the time of the initial Facility Use Request and no less than 1 month in advance of the event. Additional fees for the use of church equipment are required.

INCLEMENT WEATHER

On weekdays during the school year, The Way | Woodstock follows the closing decisions of the Cherokee County District. Usually, the school system makes a closing decision by 6 a.m. or earlier. If schools are closed, the church will also close, and all scheduled activities will be canceled for the day.

During evenings, weekends, and times when school is not in session, The Way | Woodstock will communicate church delays/closings via social media and the church website (www.thewaywoodstock.com).

The church requests that members and guests NOT call the church office about worship/event cancelations, as staff will be working remotely.

SAFETY & SECURITY

The following security measures will be implemented in the interest of safety for everyone who utilizes our facility, especially one of God's greatest gifts, our children.

- All church buildings will remain secured and locked except during Sunday morning worship services.
- If keys or access codes are granted for event(s), group leaders are not permitted to give the keys or codes to anyone. An individual must be posted at the door where guests are expected to enter the facility. This is required during office hours as well as at all other times. Exterior doors are never to be unlocked, propped open, etc. The event leader is responsible for ensuring that all group members are familiar with these expectations. If a group has compromised the safety and security of personnel within the facility, the group will be asked to find another location to meet in the future.
- The facility is available for use from 7 a.m. to 9 p.m. except for Saturdays, when activities are to conclude by 7 p.m. THE SECURITY ALARM SYSTEM IS PRE-PROGRAMMED AND ACTIVATES AUTOMATICALLY. Any group that violates this policy, setting off the security system alarm, will be responsible for the false alarm fees imposed by the Woodstock Police Department, as well as a \$50 fee for church staff to respond, secure the facility, and reset the system. This includes but is not limited to doors propped open, doors not closed properly, people in the building when the alarm activates. These fees must be paid before your group will be permitted to use the facility again.
- The use of bicycles, skateboards, roller skates/blades, and/or wheelies is prohibited inside church buildings or outside on pedestrian sidewalks or walkways.

We ask for all users' cooperation in following The Way | Woodstock safety and security measures. Visitors should pay close attention to not leaving personal items unattended or unsecured. The church is not responsible for theft or damage to personal property.

DAMAGES

Damage to church property by any user/organization is the responsibility of the using party. The cost of damages will be deducted from the user's deposit. If damages exceed the deposit amount, the balance will be billed to the user/organization.

Fees for damage must be collected before any recurring meeting can take place

SUPERVISION OF CHILDREN AND YOUTH

The Way | Woodstock has adopted the policy of Safe Sanctuaries for children and youth. All group leaders who are working with children on the church campus are expected to follow the guidelines of this policy, including the following:

- Children and youth under the age of 12 must be continually supervised by a responsible adult while on The Way | Woodstock premises.
- Under no circumstances are children to be allowed to roam the building. If childcare is not provided for the event, children must always be in the company of a parent or other responsible adult. Children are not permitted to be left in a room, hallway, or other space unattended or out of sight from adult supervision.
- No fewer than two adults must always be present during any program or event involving children.
- ADULT SUPERVISION IS REQUIRED ON THE PLAYGROUND AT ALL TIMES.
- Supervising adults must be 18 or older and must be at least 5 years older than the children they are supervising.
- At least one of the group leaders present should be certified in first aid and CPR.
- Group leaders working with children are expected to complete training provided by their organization related to child-abuse prevention.

Inquiries related to Safe Sanctuaries may be directed to The Way's NextGen Kids director.

PARKING

Parking on the church campus is available only during the time a group has contracted to

use the facility. Any damage to vehicles is at the owner's expense. The church is not responsible for theft or damage to personal property.

Parking overnight on the church campus is not recommended but is allowed for those meeting at the church to attend church-sponsored functions. Anyone parking a vehicle for such purposes should park in the lower parking lot. Church group leaders are responsible for communicating this to their members. The church is not responsible for theft or damage to personal property.

The Church Council must approve any request to park any type of trailer, recreational vehicle, or commercial type vehicle on the church campus overnight. Permission will be granted only for ministry reasons or for reasons that the Church Council deems further the mission of the church.

Any vehicles or trailers parked on the church campus for the purpose of storage must be in good repair (paint in good condition, no rust), moveable (no flat tires), and identified as to the ministry or group the vehicle belongs to.

FACILITY USE RULES AND EXPECTATIONS

The Way staff rely on the assistance of everyone using church facilities to ensure that a clean, safe, and spiritually inviting environment is maintained. Individuals and groups using The Way | Woodstock facilities are expected to exercise sound judgement and reasonable care in building use to prevent property damage and incurring extra expense to the church. Below are the expectations of everyone who uses The Way facilities.

- No nails, tacks, staples, glue, or tape may be used to attach items to any part of the church.
- No helium balloons are permitted inside the building.
- No church furniture or decorations may be removed without The Way | Woodstock staff approval.
- Church decorations have precedence over other decorations and may not be moved.
- Church computers, telephones, or other equipment may not be used.
- Thermostats are programmed and cannot be adjusted.
- Glass bottles are not permitted on church property.
- Serving food and/or beverages must be approved in advance. Red drinks of any kind are prohibited.
- The kitchen in the Georgia Dawson Building is available for prep, setup, and service of food. The kitchen and all equipment must be cleaned immediately following the

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event. Please do not leave food items at the church.

- Food and beverages should be consumed in the room(s) where they are served. Food must not be carried to other parts of the building.
- Except for bottled water, no food or drinks are permitted in the sanctuary or chapel.
- Tables and chairs must be positioned as they were found. If necessary, take a photo of the setup prior to moving furniture.
- No alcohol or other controlled substances are allowed on the church property at any time. **Violating this rule is grounds for any staff member to immediately remove the group from the property and to deny future use of church facilities.**
- Trash must be removed from the reserved space at the end of the event and placed in the dumpster on the lower parking lot.
- Smoking and vaping are prohibited in any part of the building, including 20 feet of entrances.
- Profane or inappropriate language should not be used on the church premises.
- Live animals, except for service animals, are not permitted in the church without prior approval from the church office.
- The church's tables and chairs are available for use. If the church's tablecloths are used, they must be cleaned and returned to the church within 48 hours unless otherwise agreed upon by the church office.
- Outside organizations using their own equipment, such as lighting or sound, must provide proof of liability insurance. The church is not responsible for damage or injury.
- Event activities are limited to the reserved room(s) only. Other areas of the facility are to remain free from roaming or use due to safety and security concerns and because other groups may be utilizing the facility concurrently.
- The event leader is responsible for turning off lights in the areas being used, including bathrooms and hallways. Please do not leave exterior doors propped open.

FACILITY USE FEES

Fees do not apply for The Way | Woodstock ministry-sponsored events. Separate policies and fees apply for funerals and weddings.

Deposit - The use of the sanctuary, chapel, Georgia Dawson, Latimer Hall, and/or kitchen requires a deposit per event. This deposit is refundable if no additional fees are required to cover damage. Deposit is due upon reserving space.

Usage/Utilities - Fees are based on the space and time requested for the event. Fees

listed are for each hour, including preparation and cleanup time. Usage fees must be paid in full prior to the event.

Custodial - Provides for room setup, cleaning, restroom maintenance, and supply usage.

Technology Equipment & Staffing - For operation of sound and AV systems in the sanctuary, chapel, and other space.

Special Staffing - Certain events, such as those with an expected attendance of 50 or more participants, or use of the kitchen, may require one or more The Way | Woodstock staff members to be present during the event and event cleanup. Special staffing fees offset church administrative and payroll expenses.

The Way Member Fees

Includes the church member and children of that member. A member is someone who has joined The Way | Woodstock and who is listed as a member on the official church rolls.

Fees	Sanctuary/Chapel	Large Meeting Spaces: Latimer Worship Center, Exchange	Classrooms/Meeting Spaces
Deposit	\$100	\$100	\$100
Usage/Utilities	\$60/hour	\$35/hour	\$35/hour
Custodial	\$150	\$75	\$50
Technology Equipment & Staffing	\$150*	\$150*	\$150*
Special Staffing	\$50/hour	\$50/hour	\$50/hour

Non-members

Fees for non-members may, under certain circumstances and at the sole discretion of the church, be reduced for non-members who are associated with ministries sponsored or promoted by The Way.

Fees	Sanctuary/Chapel	Large Meeting Spaces: Latimer Worship Center, Exchange	Classrooms/Meeting Spaces
Deposit	\$500	\$500	\$500
Usage/Utilities	\$110/hour	\$85/hour	\$85/ hour
Custodial	\$150	\$75	\$100

Technology Equipment & Staffing	\$150*	\$150*	\$150*
Special Staffing	\$50/hour	\$50/hour	\$50/hour

Community Organizations

Non-profit groups supported by The Way.

Fees	Sanctuary/Chapel	Large Meeting Spaces: Latimer Worship Space, Exchange	Classrooms/Meeting Spaces
Deposit	\$100	\$100	\$100
Usage/Utilities	\$60/hour	\$35/hour	\$35/hour
Custodial	\$150	\$75	\$100
Technology Equipment & Staffing	\$150*	\$150*	\$150*
Special Staffing	\$50/hour	\$50/hour	\$50/hour

*First up to 3 hours, \$50 each additional hour

CANCELLATIONS

Any cancellations maybe subject to cancellation fees:

- Refunds based on the following schedule:
 - 10 days prior to event: 100% Refund
 - Up To 10 Days Prior: All fees refunded except deposit and staffing fees