

West-Mont Christian Academy

Facility Usage Guidelines



West-Mont Christian Academy facilities will be available for use by WCA organizations, active families of WCA, and certain community organizations under the following conditions and guidelines:

1. **Facility Availability:** The facilities will be made available on first-come first-served basis during reasonable hours when the facility is not being used or reserved for a WCA related function. West-Mont Christian Academy related events have priority. In general, all activities must be beneficial to the body of believers, to family strengthening, or to the community at-large.
2. **Event Scheduling Guidelines:**
 - a. Events must be scheduled at least two weeks in advance and not more than eight weeks in advance of the event, with the exception of weddings, wedding receptions, and concerts, which must be scheduled at least 30 days in advance. While it is our policy not to change event times or dates West-Mont Christian Academy reserves the right to cancel or change the date of an event up to 21 days prior to the scheduled date.
 - b. Events are scheduled by completing the Facilities Reservation Request Form listing the appropriate information. When approval has been granted, a copy of request form will be mailed to the person listed on the form. This copy is your authorization for use of the facility. Dates and times as listed (or modified) on the returned form are the actual dates and times authorized.
3. **Equipment Availability and Usage:** West-Mont Christian Academy will provide tables and chairs if required, however, the school items are limited to its available supply. In addition to the above, West-Mont Christian Academy may supply use of the following additional items, depending on availability (providing arrangements have been made in advance): Kitchen Equipment, Sound System, Audio/Visual Equipment. (Some of these items require trained personnel to set up and operate and would be offered based on the availability of trained individuals.)
4. **Set-Up/Breakdown Responsibility:** The party hosting the event is responsible for the placement and removal (or set-up to original condition) of all furniture, decorations (using masking tape only), and general refuse.
5. **Catering Guidelines:** If an event is to include refreshments beyond baked goods (or non-refrigerated, prepackaged snacks) and beverages the following catering guidelines apply (including Pot-luck dinners.) :
 - a. The caterer must contact the school at least 7 days prior to the event to make the arrangements for the time of entry, special-needs, kitchen equipment to be used, etc.
 - b. The caterer is responsible to remove all refuse and clean (and disinfect) any kitchen equipment used in the process of catering the event. Should the facility require additional cleaning from the school janitorial/kitchen staff, the party hosting the event may be assessed a charge for such service.
 - c. The caterer must be a fully insured and licensed food handler. A certificate of insurance and documentation of the food handler's license must be forwarded to the school a minimum of 14 days prior to the event.
6. **Facility User Responsibility:** The facilities should be kept in a neat and orderly manner. The party hosting the event is responsible for proper use of, as well as any breakage or damage to all facilities, furnishings, and equipment. If the area is not restored to its proper condition, future use may be denied. If a deposit is required, it is due upon receipt of the approved Facility Reservation Request Form. The deposit will be returned within seven days after the event, provided the designated WCA staff member's inspection at the end of the event shows no damage or improper use of the facility.

7. **Insurance Documentation:** The party hosting the event is responsible to provide proper insurance for all those involved in the event. West-Mont Christian Academy typically requires evidence of such insurance 14 days prior to the event.
8. **Facility Closing Time:** The function shall end no later than 11:00 PM with cleanup no later than 12:00 AM (midnight).
9. **Prohibited Items:** No alcoholic beverages, drugs, smoking, or dancing are permitted on the premises.
10. **Music Selection** Musical performance (or taped music) shall be played at a reasonable level and should be tastefully selected.
11. **Donation Guidelines:** West-Mont Christian Academy does not desire to "profit" in any way from events at the school. However, we believe that additional costs for heating/lighting and labor for social events should be covered. Many parties request an amount to help them determine an appropriate donation. The following is provided only as a suggestion to cover utility and minor janitorial costs:
 - \$100 for parties between 25 and 75 people,
 - \$200 for parties between 75 and 150 people, and
 - \$250 for parties of 150 people and up.In addition to the above, the following should be taken into consideration:
 - \$50 additional donation for each additional room,
 - \$15 /hour donation for set-up and operation of equipment, and
 - \$15 /hour donation to cover each janitorial staff member (a janitorial staff member is usually required to be present for the entire event.)
12. **Lost Items:** West-Mont Christian Academy is not responsible for any personal items lost, stolen, or otherwise damaged on the property.
13. **Rights Reserved:** West-Mont Christian Academy reserves the right to reject any request for any reason.
14. **Policy Approval:** Any exceptions to the above policies require WCA School Board approval.
15. **Questions:** Any questions should be directed to the school office at 610/326-7690.