

FACILITIES

BUILDING USAGE AND RENTAL POLICY

Spaces Available:

- **Mulder Chapel**
 - o Will seat 150 at maximum people in various configurations.
- **Commons**
 - o Does not include use of kitchen, seats 176 people (22 round tables with 8 chairs each) or 210 people (35 rectangular tables with 6 chairs each).
 - o Food Allowed
 - o The kitchen may be used for prep. and staging of food. Ovens, stove, dishwasher, refrigerators or freezers may not be used. Do not use pots, pans, containers or utensils of the Community Kitchen.
 - o Sound system contingent upon available operator
- **Classrooms**
 - o Various sizes available, fitting 15-60 people in classroom setup.
 - o Computer projection systems contingent upon available operator or training in advance.
 - o Wireless internet available
- **Garden Level**
 - o Includes kitchen, seats max. 48 people around tables in the north end.
 - o Areas for small group meetings, conference room seat 8 - 10
 - o Food Allowed
 - o Wireless internet available
- **Atrium**
 - o Includes kitchenette, seats max. 100 people around tables.
 - o Areas for small group meetings, conference rooms seat 8 & 10, classroom seating for 50 with tables, 100 without tables.
 - o Food Allowed
 - o Wireless internet available
 - o Note that benches/sofas can be repositioned by WTS staff but will not be moved out of the Atrium.

To Reserve Space:

Contact Cherri Westhouse, the seminary events planner, at 616-392-8555 x150

Hours of Availability:

The seminary rooms and spaces are available Monday through Saturday, except on legal holidays or holiday weekends, and when the usage conflicts with a seminary class or event. WTS is not available for Sunday rentals.

The Seminary is NOT AVAILABLE to non-seminary groups on Sundays, holidays, or holiday weekends.

Seminary spaces: Monday-Saturday 7:30am-9:30pm

Cook Library spaces: Based on Cook Library hours. Check with Cherri for availability.

Sound System or Computer Projection Equipment:

Audio and/or projection systems may be available in the Commons, Atrium and various classrooms: their use is contingent upon a trained seminary technician being available. Rates range from \$25-\$35/hr depending on the location and length of use. Contact David Becker (david.becker@westernsem.edu) at 616-392-8555, x138 to discuss the sound and projection needs of your event.

Mulder Chapel has very specific guidelines and requirements for use of audio and visual systems. The cost for a chapel host/technician is included in the wedding rental rates, and for non-weddings can be hired for an additional \$50 per hour. (Subject to availability of technician)

Rental Rates

Rates for Non-Profit Organizations and For Profit Businesses:

Spaces / Set-up / Cleaning / Damage Deposit	Non-Profit Organizations Rate is per 1/3 of each day.	For Profit Businesses
Mulder Chapel Rentals (non-wedding) Audio/Sound technician is not included rental rate, but can be added subject to availability at the rate of \$50 per hour.	\$300 minimum (2 hours) \$125 each additional hour	\$650
Commons	\$200	\$400
Atrium	\$100	\$200
Maas Hall	\$150	\$300
Classroom/s "as is" no rearrangement of the space	\$50	\$100
Garden Level Open Area	\$100	\$200
Set-up and cleaning rate (only if request is excessive)	\$100 flat rate	\$100
Damage/overage of time/breaking of rules deposit A Damage Deposit of \$200 will be required to save the room/s and will be refunded within 7 - 10 business days if everything is in order. Deposits will be returned in full or in part, depending on the condition of the room after use.	\$200	\$200

Rental Deposits and Payment:

Payment and "damage deposit" for any event scheduled is expected 14 days prior to the event, and can be made by check made out to "Western Theological Seminary", credit card, or cash and given in person or sent to: Cherri Westhouse, Western Theological Seminary, 101 E. 13th St., Holland, MI 49423

A signed "Space Use Agreement" is required for all building use or rentals.

Rates for Weddings in Mulder Chapel - Deposits and Payments

Item	Cost	Stipulations
Mulder Chapel Rental	\$1,000	Includes 2 hours for rehearsal and 5 hours for wedding Additional time can be purchased at a rate of \$125 per hour. No weddings on Sundays, holidays, or holiday weekends.
Reservation deposit	\$200	Non-refundable deposit, applied to rental fee. Remaining \$800 is due 30 days prior to the wedding.

Damage deposit	\$500	Refundable within 30 days if there is no breakage, unusual cleanup, and/or excessive use of time. Is due 30 days prior to the wedding.
Chapel Host/Sound system operator		Included in rental

Payment can be made with check made out to "Western Theological Seminary", credit card, or cash and given in person or sent to: Cherri Westhouse, Western Theological Seminary, 101 E. 13th St., Holland, MI 49423
A signed "Space Use Agreement" is required for all building use or rentals.

Rules of Use

Facility Rules:

NO weddings on Sunday, holidays, or holiday weekends.
All food and table service must be catered for receptions.
(Kitchen is only to be used for staging catered food, NOT for the preparation of food.)
No Smoking permitted in the building or on the property of WTS.
No use of alcoholic beverages allowed anywhere on the seminary premises.
No weapons, knives, etc. allowed anywhere on the seminary premises.
No rice, bird seed, or any other kind of shower material permitted anywhere on the premises.
Decorations or lighting outside of the building must be approved 30 days in advance.
Items broken or damaged shall be the responsibility of the user and will be charged against the damage deposit.
If damage or breakage exceeds the deposit, monies due will be payable at the seminary business office.

Mulder Chapel Use Rules and information:

Chapel seating can accommodate a maximum of 150 people with movable chairs.
NO food or beverages are allowed in the chapel.
NO candles or water may be used in such a way as would mar or spot either the carpet or chairs. Candles should be extinguished with a snuffer. Plastic coverings are to be placed on the carpet under the candelabras. Candelabra bases should have adequate candle bases to catch the wax. Any spilled wax will be professionally removed and charged against the damage deposit.
There is to be NO taping or clamping anything onto the chairs, walls, columns, or any other piece of furniture. Affixing ornamentation with ribbons or elastic which will not mar or leave residue is acceptable.
Piano, pulpit, communion table and font are to be moved by WTS personnel only.
Any vendor of the lessee is to be instructed by the lessee that carpet, chairs, and dorsal hangings must all be protected from candle wax. Any spilled wax will be professionally removed and charged against the damage deposit.
If antependia (coverings on pulpit and table) are used, they are to be protected from wax and liquids.
The organ balcony use will be limited to the videographers, photographers, organist, vocalists, instrumentalists, event hosts. It is NOT to be used for guests of the event.

All individuals, organizations, or groups: The following applies to all spaces in the building.

1. Food is only allowed in the Atrium, the Commons, Garden Level open space, select classrooms and spaces in Cook Library. (The kitchen in the Commons cannot be used other than a staging area)
2. If food is served, tables, counters, dishes, and utensils should be washed and put away.
3. All trash generated should be placed in the seminary's dumpster at the end of the event. Unless you have been advised that WTS will handle it.

4. No smoking permitted in the building, or within 100 feet of the building.
5. No use of alcoholic beverages or illicit drugs allowed anywhere on the seminary premises.
6. No weapons are allowed anywhere on the seminary premises.
7. No decorations, signage or lighting permitted outside of the building without prior approval by David Becker or Cherri Westhouse.
8. WTS will set up the room based on the lessee's set up preference. If lessee changes that set up, they must return it to its original condition unless they are paying for set-up & cleaning.
9. Items broken or damaged shall be the responsibility of the user and will be charged against the deposit. If damage or breakage exceeds the deposit, monies due will be payable at the seminary business office.
10. Damage deposits are for damage, overage of rental time and/or violation of Rules of Use.
11. Audio and Visual equipment are not automatically available in every rentable space. It is important that your AV needs be communicated in advance to assure the space is equipped. It is possible that the lessee will be required to be available for a tutorial on how to use the technology in the room being rented.

Facility Use for Employees of WTS

In addition to the rules for use above, the following is applicable to Employee Facility Use:

Personal/family events sponsored by WTS employees can be scheduled at no charge as long as the employee is present at the event and takes complete responsibility for security, setup and cleaning. These events may not be scheduled more than 30 days in advance in order to provide opportunity for seminary functions to be scheduled.

Expectations for seminary employees' use of the facility:

- Exterior doors should be opened to allow guests entrance for as short a time period as possible.
- Only interior doors necessary for access to the areas used should be opened.
- Guests should occupy only those areas of the building related to the activity.
- All lights should be turned off and both interior and exterior doors checked to insure they are properly locked and secure upon leaving at the event's conclusion.
- Tables, chairs, and other available equipment needed will be the responsibility of the staff/faculty person to set up and return to their proper locations.
- If food was served, tables, counters, dishes, and silverware should be washed and put away.
- All trash generated should be placed in the dumpster at the end of the event.
- If you are uncertain about any of the expectations for employee use you can set an appointment in advance for David Becker to walk-thru the procedures and access to available storage for tables and chairs.

Questions?

Contact:

Events Planner – Cherri Westhouse at 616-392-8555 x150 or cherri@westernsem.edu

Chief Financial Officer and VP of Finance – Jon Dockery at 616-392-8555 x105 or jon.dockery@westernsem.edu

Superintendent of Building and Grounds – David Becker at 616-392-8555, x138 or david@westernsem.edu