



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 CHAPEL-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 confirmed before the event date is confirmed.
- Mission Waco, Mission World, Inc. (MWMW) accepts no responsibility for **lost or stolen property** in the buildings or on the property.
- MWMW 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.
- No pets in building.
- MWMW's Executive Director, Assistant Director, or other assigned staff must approve any **flyers or publicity** for public events held on MWMW 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 and deposits 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 and fees may be refunded if **cancellation notice** is given at least **two weeks** prior to the event. (Note for Weddings: written cancellation notification required at least **four months** prior to event.)
- Checks may be made out to “Mission Waco” and marked “Facility Use – Fee (and/or Deposit) – (event date)”. Send to Office Coordinator, Mission Waco, 1315 N. 15th Street, Waco, TX 76707. For Weddings, send to same address, “Attention: Weddings”.

FACILITIES AVAILABLE – See sections below for complete information

- A. Meyer Center: Chapel, 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 30-60 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. No flowers may be placed on any surface where water/petals may cause damage.
- Mechanical or LED/battery operated **candles** are strongly preferred in the chapel, 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 or fishing line 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 chapel 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, organic materials or any other material may be thrown inside the building.
- **Sparklers:** If sparklers are used (outside only), user must provide metal bucket or flower pot filled with sand to extinguish sparklers, and have a few designated people to watch and make sure none are left on the ground.
- **Photography:** Bring a protective cloth or pad if you plan to stand on the pews to take pictures.

2. CHAPEL – WEDDING

	Full Package	Basic Package	Simplicity Package
Wedding Weekend Access	10 hours for rehearsal and wedding day	5 hours for rehearsal and wedding day	3 hours for day of ceremony only
Rehearsal	Yes	Yes	No
Time for Decorating	Yes	Yes	Minimal
Dressing Rooms for wedding party	Yes – unlimited bridesmaids/groomsmen	Yes – maximum of 6 bridesmaids and 6 groomsmen	No
Time for Pre-ceremony photos	Yes	Yes	Minimal
Live Music allowed	Yes - If desired	Yes - If desired	Minimal
Additional Venue viewing(s) with family, wedding vendors, and final meeting within two weeks of wedding	Yes – as needed	Yes - up to 2 hrs	Yes - up to 1 hr
Fees	\$1000	\$575	\$345

- Additional access to the building for decorating or other needs is \$65/hr. Additional sound technician hours are \$20/hr. These arrangements must be made two weeks before event.

- **Wedding deposit of \$100 and “Facility Use Form – Part 1” due to confirm reservation.**
- **Damage:** Any expenses to repair damage to MWMW property from the bridal party or guests is the responsibility of the bride/groom. You will be contacted by our staff to discuss the damage, costs, and timeframe for payment to be made to MWMW.
- **Security guard** is not provided or required by MWMW for the premises during your event. MWMW is not responsible for any damage or injury to visitors or their property.
- **MWMW Special Events staff person** will be responsible for meetings prior to wedding, and access to the building during wedding planning. This person is the main point of contact for coordinating reservation details, unlocking/locking building access for your event/wedding, and scheduling sound technicians and custodial staff. They will be helpful to you due to their familiarity with the building and MWMW guidelines for building use. (We can refer you to Wedding Planners who are familiar with our venue, if you would like more detailed assistance in planning your wedding.)
- **Sound system** available in chapel includes: Three (3) microphones with stands, electric keyboard, one (1) lapel microphone, and CD player.
- **Special feature:** The chapel has wooden candleabras (each holds 3 candles) that attach to the ends of every other pew – rental fee is \$5 per candleholder, including candles.
- **Seating:** The chapel seats approximately up to 208 on first floor and up to 80 in the balcony.
- **Handicap access** is available to the chapel through the elevator located inside the covered parking lot entrance. The handicap accessible restrooms are located on both floors of the building. Please notify the custodial staff if you anticipate wedding party members or guests who will need this access.

3. CHAPEL – FUNERAL, WORSHIP SERVICE, or MEETING

- \$65/hr (2 hr minimum) – building use
- \$20/hr (2 hr minimum)- sound technician
- \$20/hr (2 hr minimum) – custodial
- See notes about sound system and handicap access in CHAPEL-WEDDING section

4. DINING HALL with KITCHEN – if available

- \$115 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 MWMW’s equipment/utensils by mistake.
- 5-foot round tables (12 available) 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 rectangle tables are available for serving. The seating capacity is for approximately ninety (96) people.

5. CLASSROOM – if available

- \$65/hr – building use
- \$20/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 MWMW, 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 MWMW guidelines for building use.
- 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 MWMW 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 MWMW'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!

<u>RATES FOR:</u>	<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:** We may require a **Security Guard** to be hired by group renting the facility, depending on the type of event. 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 \$25/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.
- \$100 deposit required for groups (unless a separate paid Group Agreement 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. **Youth Center** - 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 MWMW staff are involved** -- \$40 for up to 2 hours (and each addl 2 hrs). Some spaces may have limited access unless a MWMW 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 Youth Center, which has a step 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, basketball (half court), 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.
- \$12/night/person (lodging only – group provides own food, linens, towels, etc.). Extra fee for meals.
- Any groups using the dormitories as part of our 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 use to non-profits and churches, and for private weddings/events **if approved MWMW staff members are involved in the event.**
- 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.
- \$200 fee for tent use for up to 4-day period.
- \$200 additional fee for setup/take down by MWMW volunteers
- Requires care/caution when transporting due to long center pole and heavy/bulky parts.

D. COMPARISON FIGURES

(as of January 2017)

- City of Waco buildings:
 - Cameron Park Clubhouse – \$1000 per day; \$250 deposit
 - Harrison Center – \$50/hr; \$100 deposit. Only avail Fri/Sat/Sun.
 - Meeting rooms (S. Waco) – \$50/hr for half room; \$100/hr for full room; \$100 deposit; 3 hour minimum.
- Ranger Hall: \$550/day (weekdays) or \$750/day (weekends) plus fees for insurance, chairs, tables, catering. No deposit, but full payment due with reservation and not refundable 30 days prior to event.
- Churches (various):
 - Chapel -- \$1500 for 6-8 hours; plus custodial and sound tech fees
 - Chapel -- \$300-400 for 6-8 hours; plus custodial and sound tech fees
 - Sanctuary - \$500 (no time limit specified); \$100 refundable deposit
 - Fellowship Hall or Parlor - \$200-350