

Application and Policies for use of The Way facility

Who may use:

During Phase 1 of the building project (as of April 2019 and continuing until bathrooms and interior walls are added upstairs), the only people who may utilize The Way for non-facility programs are people who regularly attend groups or meetings at The Way. Regular attendance is defined as attending meetings at The Way at least twice a month for the last 6 months preceding your date of request for use of the building. ALL requests are subject to approval and at the discretion of the Executive directors of Oasis International Ministries and Great Awakening Productions, and must meet requirements as listed below.

Times of availability:

The building will generally be available on most Fridays and Saturdays and on Sunday mornings until 2 pm.

Space available for use:

During Phase 1 of the building project, only the upstairs east wing, downstairs bathrooms, and downstairs “break room facilities” are available for use. The downstairs childcare areas and upstairs west wing are **not** to be used unless specific permission is granted (for instance, to accommodate a wedding party getting dressed prior to a wedding in the east wing).

Building capacity:

Per city permitting for this building, your event cannot exceed 150 people total.

Make a Deposit & Secure your Date:

You may inquire about availability for a specific date by emailing debbie@squadronofsisters.com, but your date will not be secured until we receive a signed copy (all 4 pages) of this use agreement as well as a \$200 (refundable) damage deposit + the specified cleaning fee + sound booth fee (if it applies).

Cost for using The Way for your event:

Small events (under 30 people): If you are a regular donor to our ministries at The Way, we are pleased to accommodate small events under 30 people at no extra charge (examples: baby showers, bridal shows, etc). However, if you are not a regular donor, we suggest a \$100 donation to either Oasis I.M. or Great Awakening Productions for small events under 30 people.

Medium-size events (30 – 50 people): We suggest a donation of \$200 to either Oasis I.M. or Great Awakening Productions.

Larger events (50-150 people): We suggest a minimum donation of \$400 to either Oasis I.M. or Great Awakening Productions.

Tables & Chairs available to use:

120 padded, folding chairs
Fourteen (14) 5' Round Tables (seats 8)
Three (3) 8' Rectangle Tables
Two (2) 6' Rectangle Tables

Break room /Coffee:

- Please note that the Way does not have a working kitchen. We have a break room that includes a refrigerator, a sink, and coffee makers. Please plan accordingly and, if you are using a caterer, give them advance warning about this. If you plan to make coffee, please ask one of our leaders to show you how to use our equipment.

RULES & RESPONSIBILITIES

- No alcohol is allowed on the premises. No selling or marketing of merchandise is allowed in the facility unless it is a Bible-based book, DVD or curriculum.
- Per RCW 70.160.075 there is no smoking allowed within 25 feet of the building.
- ANY DAMAGE TO OUR EQUIPMENT, WALLS, WINDOWS OR FLOORS WILL RESULT IN LOSS OF DEPOSIT.
- All candles must be enclosed or have a tray underneath them. YOUR DEPOSIT WILL BE FORFEITED IF WAX IS SPILLED ON ANY SURFACE.
- No rice, confetti, or glitter of any kind is permitted inside. Sparklers are permitted outside only.
- Renter is solely responsible and agrees to hold harmless Oasis I.M. and Great Awakening Productions for any loss or damage to any personal property of renter, guests, invitees, or suppliers of the renter. Please lock the doors as you come and go during setup.

Cleaning Policy: Cleanup must be completed immediately following your event, not the next day. If your group is under 30 people, you have 2 choices regarding clean-up.

- 1) You can pay a non-refundable \$100 cleaning fee (which must be submitted with this form) and we will clean the facility for you following your event.
- 2) You can pay a \$100 cleaning deposit with this form and clean the facility yourself, following our guidelines on appendix A, in order to have the full deposit returned. The return of your deposit will be determined based on compliance with completing all the tasks to our satisfaction.

If your group is over 30 people, our cleaning team will clean up after your event. You must include a non-refundable \$200 cleaning fee with this form.

Use of our Sound System, Projectors or stage lighting:

No use of our sound booth (sound system, projectors or stage lighting in the east wing) is allowed unless specifically requested and is restricted to our trained technicians. The fee for the technician's time is \$50 per hour. Please consider carefully how many hours this person will be needed. (For instance, if

needed for both a wedding rehearsal and a wedding, this could easily be 4 hours). The day(s) and number of hours requested must be specified on this application, and the sound booth fee must be paid at the time this application is submitted.

Facility Use Application

Name(s) _____

Reservation Date(s) _____ please include rehearsal date if this applies

Hours of use _____

Number of guests: (check which applies) Under 30 _____ 31-50 _____ 51-150 _____

(If under 30 people, check which applies) Will clean ourselves ___ Will pay \$100 fee to clean-up crew ___

Specify if need sound technician and for what hours: _____

Address _____

Phone #'s _____

Email(s) _____

Signed _____ Date _____

Sign & mail a copy of all 4 pages of this use agreement/application, along with your check to:

Oasis I.M.
PO Box 29927
Bellingham, WA 98228

*PLEASE WRITE YOUR EVENT AND RESERVATION DATE ON THE CHECK MEMO LINE

To calculate the amount of your check:

Damage Deposit: \$200 _____

Cleaning deposit/fee: \$100 for groups under 30/\$200 for groups over 30 _____

Sound booth fee: Calculate @\$50 per hour _____

Donation amount: Suggested donation between \$100 and \$400 depending on event size _____

TOTAL: _____

We will contact you to confirm your reservation once payment and signed agreement is received.

You will receive your deposit back 2 weeks after your event if agreement is followed

Appendix A - Cleaning up after use – Checklist

- Empty all garbage cans upstairs & downstairs (including bathrooms) and take the trash out to the dumpsters directly in front of our bldg, across the parking lot. If you need more garbage can liners, they are in the black cabinet downstairs in the break room.
- Put back all tables and chairs as you found them when you arrived. Be sure to take down all decorations.
- Get a towel from the break room, dampen it, and wipe off any tables used in the upstairs areas, including the beverage table
- Retrieve a broom or the vacuum from the west wing and clean floors upstairs as well as dirt tracked in on the stairs or down in the lobby.
- Take the coffee and hot water containers back downstairs to the break room, rinse out and put back on the bottom shelf. Make sure break room floor is swept and the counters are wiped down.
- Clean the downstairs bathrooms, including the floors, toilets and sinks. There are cleaning supplies in the black cabinet in the break room area. If more toilet paper or paper towels are needed in the bathrooms, you will find those supplies in the black cabinet also. *The key to open the paper towel dispenser is behind the door in each bathroom. *latex gloves are on the metal shelves in the break room.
- Leave these lights on: table lamps in upstairs meeting area, entry/stairwell, children's check-in lamp.
- Double check that all thermostats for heating/cooling are turned off both upstairs and downstairs.
- Make sure front door is locked. Leave through children's area exit door because that door automatically locks behind you.