

Waverly Space Sharing Policy

Different fees are charged for weddings and funerals - see *Wedding Policy* or *Funeral/Memorial Policy*.

Members

- No fees are charged to members for use of space, but a member must be present.
- Members may not charge fees or make money from use of space.

Non-Member Space Sharing Fees

A security deposit of \$50 is required for all one-time, non-member uses.

All of the following include usage up to 2 hours: \$25 more for each additional hour

"One-time, non-member" indicates usage for events like birthday parties, social gatherings, work meetings, etc.

"Community groups" indicate gatherings, whether one-time or recurring, that are open to or benefit the community, such as 12-step groups, yoga, neighborhood groups, etc.

Sanctuary (limit 250)

One-time, non-member: To be negotiated with Session, minimum \$100

Social Hall (limit 150, chairs and tables for 90) (Not Accessible)

One-time, non-member: \$100
With kitchen use: \$150
If charging fees: Same as above, plus 10% of fees
Community groups: Donation
If charging fees: Same as above, plus 10% of fees

Lounge (limit 50, seating for 40)

One-time, non-member \$100
If charging fees: Same as above, plus 10% of fees
Community groups: Donation
If charging fees: Same as above, plus 10% of fees

Nursery

One-time, non-member \$100
If charging fees: Same as above, plus 10% of fees

Space Sharing Form

Name: _____ Date: _____

Phone Number: _____ Email Address: _____

Member: Yes _____ No _____

If not member, who do you know at Waverly who is a member or regular attendee (if applicable)?:

I affirm I will be present for this event and responsible for the space (please sign and date):

Purpose of use of space:

Date requested: _____ Time requested: _____ No of people expected: _____

Space Requested:

- Social Hall (without kitchen)
- Social Hall with kitchen
- Lounge
- Nursery
- Sanctuary (must be negotiated with Session)

If fees will be charged, list amount: _____

Approved by: _____ Date: _____

(if denied, why): _____

Payment total (including deposit): _____ Date received: _____

Deposit returned: _____

(if not, why not): _____