**WESTERN DISTRICT CONFERENCE - FACILITY USAGE GUIDE**

**2517 North Main, North Newton, KS**

**May 29, 2018**

The WDC office has two conference rooms/meeting spaces available for use or rent, dependent upon availability. See below for description of spaces available and applicable fees. To check for room availability or to make a reservation, call 316-283-6300 or email wdc@mennowdc.org. Rental fee (if applicable) may be paid before or on day of usage.

**RENTAL FEES APPLY TO:**

* Anyone for personal or business use (except WDC staff)
* Anyone who charges a fee to attenders
* Anyone who will profit from the use of space
* Anyone who will raise funds from the use of space

**NO RENTAL FEES APPLY TO:**

* WDC meetings – first priority!
* WDC pastors and church groups (for congregational business, search committee work, counseling, etc.; NOT for personal use)
* Mennonite Church USA agencies or organizations
* Institutions/organizations with WDC board representation
* WDC Staff (personal use)
* 2500 Building tenants

**CONFERENCE ROOM / MEETING SPACES AVAILABLE:**

**1) Large conference room**

**(Fees when applicable: $10/1 hr; $30/up to 4 hrs; $50/up to 8 hrs)**

* 4 matching 6’ rectangular tables
* 2 6’ folding rectangular tables
* 2 5’ folding rectangular tables
* 34 padded chairs (additional folding chairs available)
* Wi-fi access
* Projector available for additional fee: $5/1 hr; $15/up to 4 hrs; $25/up to 8 hrs
* Screen for projection
* Whiteboard
* Sink
* Misc kitchen supplies: dishes, bowls, coffeepot, teapot, silverware, etc. (Please wash/put away after use.)
* Misc resources: hymnbooks, songbooks, Bibles
* Consumables (coffee, tea, napkins, cups, etc.) are not included in rental fee. Bring your own supplies.
* Technology (other than projector available for additional cost) not included in rental fee. Bring your own laptop, etc.

**2) Small conference room**

**(Fees when applicable: $5/1 hr; $15/up to 4 hrs; $25/up to 8 hrs**

* Round table
* 6 chairs (additional folding chairs available)

**BUILDING INFORMATION:**

1. For rentals taking place after business hours (M-F, 8-5), a front-door key must be picked up during business hours. At conclusion of rental, leave key on front desk when leaving the building. Doublecheck that the front door is locked!

2. For rentals taking place after business hours, the front door must be attended until all participants arrive after which the door must be locked.

3. Restrooms are located towards the south end of the building, through a locked hallway door, which can be open during the meeting. Before leaving the building, make sure this hallway door is locked again.

4. Available for use in any room: 12 additional folding chairs (located in small room near large conference room)

5. All office spaces and the library are off-limits during after-hours rentals.