



Facilities Policies & Guidelines

Facilities covered by these policies:

- Village Church Mission Campus ("Mission"), 6641 Mission Rd., Prairie Village, KS: Sanctuary, Chapel, Welcome Center, Friendship Hall, Heritage Dining Room, Classrooms.
- Village Church Antioch Campus ("Antioch"), 14895 Antioch Rd., Overland Park, KS: Sanctuary, Fellowship Hall, Library.

The Facility Policy includes these specific guidelines:

- Facility Access Guidelines (pg. 4)
- Audio-Visual ("AV") Guidelines (pg. 4)
- Welcome Center Guidelines (pg. 5)

Mission Statement

The Village Presbyterian Church facilities are dedicated to the glory of God. Our intent is that the facilities will support God's work in our communities.

General Policies

1. The facilities shall be generally available to members who wish to meet to support the activities of Village Church and its mission in the community.
2. Any use that involves the non-member community will support Village Church related missions, activities, or objectives.
3. Outside groups are defined as: a group consisting of a majority of non-members of Village Church, does not have a special status as a Village related group as designated by the pastoral or program staff, and does not have a historical relationship with Village Church. Outside groups will be subject to the following policies:
 - For-profit entities are prohibited from using Village Church facilities.
 - Explicitly political candidates, entities, or interest groups are prohibited from using Village Church facilities.
 - Fundraisers for outside groups are prohibited.
4. All outside groups must be approved and sponsored by a ministry department of the church. The department is responsible for collecting the room fees, as listed on pg. 7.
5. Use of space by an outside group shall generally be limited to one event request per month, generally limited to 8 a.m.-4 p.m. Monday-Friday, and must be sponsored by a church ministry department.

6. Requests for recurring use require specific approval in writing from the Senior Associate Pastor, Site Pastor, or Senior Director of Business Operations.
7. All outside groups will provide a certificate of liability insurance naming Village Church as insured.
8. All outside groups will pay room use fees as outlined on pg. 7.
9. Any outside group charging for tickets will pay a flat fee as outlined on pg. 7.

Operating Policies

1. No individual or group may take any church equipment off church premises.
2. Audio-visual equipment in sanctuaries may not be used by any group without the involvement of the AV team.
3. Evening uses of church facilities must finish by 9 p.m. and the buildings vacated by 9:30 p.m.
4. No events of outside groups will be scheduled for Fridays after 5 p.m., or on a Saturday or Sunday without approval by the Senior Associate Pastor, Site Pastor, or Senior Director of Business Operations. Exceptions may be made for memorial receptions or wedding receptions.
5. No animals are allowed in the Village Cup. Any animals in church facilities must be restrained on a leash. Owners are responsible for cleaning up any accidents.
6. No smoking, vaping, or alcohol are allowed in church facilities.
7. No weapons are allowed in church facilities.
8. Serving food/meals is permitted only in the following rooms:
 - Mission: Friendship Hall, Heritage Dining Room, Youth Bistro, Youth Loft
 - Antioch: Fellowship Hall
9. Food may be provided for meetings of Village Church committees or classes in meeting rooms. Village Church groups should coordinate food service through the Director of Food Service.
10. Childcare generally will not be provided for outside groups, nor may groups provide their own childcare. If childcare is desired at Mission Campus, application must be made to the Child Care department.

Scheduling Facilities

1. All room, equipment, or food requirements must be scheduled in advance with the coordinator of the sponsoring ministry department. Only the sponsoring department may schedule rooms. Advance scheduling is required to minimize conflicts.
2. On occasion, schedule conflicts arise and a scheduled room must be changed. The Operations Coordinator and/or Site Coordinator will work with the sponsoring department/group to identify a substitute space or reschedule the event.
3. Requests for food service, equipment, and room set up shall be made at the time the space is requested using the Planning Center system.
4. Prompt notification of cancellation is requested so that the space is available for other groups.



Specific Uses for Facilities

1. The sanctuaries and chapel may be used for authorized church meetings or concerts. Periodically, there are liturgical art installations in the sanctuaries or Welcome Center. These works are seasonal and usually will remain in the sanctuaries, chapel, or Welcome Center.
2. Weddings are governed by the policies in the Wedding Handbook and are subject to the charges listed in the Handbook.
3. Memorial receptions are scheduled through Pastoral Care or the Antioch Site Coordinator.
4. The Welcome Center at Mission Campus is available for simple receptions. See Welcome Center Guidelines.



FACILITY ACCESS GUIDELINES

Access to Buildings

- Mission Campus: Staff (program or custodial) are present in the building when events are scheduled, so no keys or key cards are required for public access. Custodians are present for out of business hours events. Meetings and events are scheduled through Planning Center.
- Antioch Campus: Meetings and events are scheduled through the Site Coordinator, who can also arrange for access for groups outside of business hours. Ministry and program staff may be present for sponsored events or meetings and will provide access to the building.

Exterior Keys/Key Fobs/Key Cards

In general, exterior keys/key fobs/key cards are given only to staff members, and not to church members or volunteers. Special requests for access may be made to the Senior Director of Business Operations. Keys and key cards must be returned to the Business Office when a staff person leaves Village Church employment.

Regular Business Hours

- Mission Campus: 8:30 a.m.-4:30 p.m. Monday-Friday
- Antioch Campus: 8:30 a.m.-4:30 p.m. Monday-Thursday
- Child & Family Development Center: 7 a.m.-6 p.m. Monday-Friday
- Food Pantry & Clothes Closet: 10 a.m.-2:30p.m. Monday-Friday (for clients); 9:30-11:30 a.m. Saturday (for clients)

Mission Campus Operations Coordinator: 913-671-2300

Antioch Campus Site Coordinator: 913-681-8180

AUDIO VISUAL (AV) GUIDELINES

The AV systems in the sanctuaries and large event spaces of Village Church (Friendship Hall at Mission, Fellowship Hall at Antioch) are operated only by the Village Church AV team. Any event or group that is given permission to use a sanctuary or large event space and desires to make use of AV equipment (amplification, projection, streaming, etc.) will be assisted by a technician or technicians at the direction of the AV Coordinator or Pastor for Communications at a rate of \$50/hour per technician, including setup and teardown. AV requests must be finalized two weeks in advance of the event to ensure proper preparation and staffing.



WELCOME CENTER GUIDELINES

Vision/Intent for Welcome Center

- Place for conversation, friendship, community building
- Flow through space
- Practice the ministry of hospitality and friendship
- Keep the space clear and free from clutter

Appropriate Events

- Fellowship and community space before and after worship
- Fellowship and community space during the week
- Simple receptions following concerts, speakers, community events
- Art Displays

Events to be Scheduled Elsewhere in Building

- Memorial Services and receptions
- Special event parties: birthdays, anniversaries, "crafty" events
- Wedding receptions, although a receiving line following the ceremony may flow into the Welcome Center
- Most repeating meetings and activities

Village Information

- Digital signage will be primary medium
- Provisions for paper-based information
- Sign Up Tables/Information Tables will remain in Friendship Hall
- Primary Food Pantry donation bins and other collections remain in south and child care entrances
- Extended use of temporary signage (pull-up banners) to advertise special events

Displays and Art

- Requests for displays and art go to the Pastor for Young Adults and Worship Arts

Food Service

- Receptions must be simple (cookies, coffee, lemonade, etc) as no catering/kitchen facilities available in Welcome Center
- May request that the Cup be open for special events
- Coffee cart may be used for reception purposes in addition to one or two other tables
- Portable bar height tables for reception purposes



FACILITY CHARGES FOR USE BY OUTSIDE GROUPS

Village Church Mission Campus, 6641 Mission Rd., Prairie Village, KS

Use for up to Four (4) Hours or Less

Facility Category	Weekday	Weekend
Room	\$150.00	\$200.00
Setup and Custodian	\$100.00	\$150.00
Administration Fee	\$25.00	\$25.00
Minimum Charge	\$275.00	\$375.00

Use for over Four (4) Hours or More (8 Hour Maximum)

Facility Category	Weekday	Weekend
Room	\$150.00	\$200.00
Setup and Custodian	\$100.00	\$150.00
Administration Fee	\$25.00	\$25.00
Minimum Charge	\$275.00	\$375.00

Village Church Antioch Campus, 14895 Antioch Rd., Overland Park, KS

Use for up to Three (3) Hours or Less (meetings, training sessions, small groups)

Facility Category	Weekday	Weekend
Table linen rental (optional)	\$75.00	\$75.00
Setup and Custodian	\$100.00	\$150.00
Use of Hall/Kitchen	\$250.00	\$300.00
Administration Fee	\$25.00	\$25.00
Minimum Charge	\$100-\$450	\$100-\$550

Use for over Four (4) Hours or More (12 Hour Maximum)
(large group events, events requiring several hours setup time)

Facility Category	Weekday	Weekend
Table linen rental (optional)	\$75.00	\$75.00
Setup and Custodian	\$100.00	\$150.00
Use of Hall/Kitchen	\$550.00	\$650.00
Administration Fee	\$25.00	\$25.00
Minimum Charge	\$100-\$750	\$100-\$900



Flat Fee for Outside Groups Charging for Tickets:

- **Sanctuaries: \$500.00**
- **Friendship Hall: \$400.00**

Room charges are for a single room. Double rooms such as Friendship Hall (Mission), Fellowship Hall (Antioch), 132/133 (Mission), 232/233 (Mission), and 126/127 (Mission) count as two rooms and will be charged as such.

Free coffee is available at Mission when scheduled with the initial event booking request. Iced tea and/or lemonade are available at Mission for a fee; inquire with the initial booking request.

Terms

- Deposit of \$100 is required on booking, refundable up to 30 days before the event.
- Balance due must be deposited in the Mission Campus Business Office no less than 7 days before the event.
- Premises must be vacated no later than 9 p.m.
- A certificate of liability insurance (ACORD) must be provided, naming Village Presbyterian Church as insured. The certificate must be on file with the Mission Campus Business Office no less than one week prior to the event.
- The Sponsoring Department will be responsible for the collection of fees and settlement of bill with the outside group and the Business Office.

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