

WESLEY FOUNDATION BUILDING USE GUIDELINES

(Updated July 2026)

Fellowship Hall Maximum Capacity: 65 people

Thank you for requesting to use Wesley House for your event. Please read this document carefully before signing. Please contact Colleena Kee, Executive Administrator (colleenakee@wmwesley.org) if you have any questions. In case of an emergency during your event, please call Colleena Kee at 757-957-2259.

1. Please use only the area(s) and/or equipment you need or have been authorized to use. **Do not enter the residential part of the house without explicit permission. Do not park in the resident-only spaces or the handicapped parking spots unless it applies.** Only two vehicles are permitted to park in the lot for the event when W&M is in session.

2. Wesley does not set up or break down your event; that is the responsibility of the rental group. Facilities and equipment should be left as they were found, including but not limited to returning tables and chairs to their original location, sweeping floors, emptying trash, wiping counters and tables, and putting dishes in the dishwasher (if dishes are used). Do not use any cleaning supplies on the hardwood floor, except for the supplies furnished by Wesley.

3. Trash, recycling and compost bins are located in the fellowship hall by the restroom. Cleaning supplies are in the alcove between the kitchen and the fellowship hall; trash and recycling bags are in the drawers closest to the supplies in the alcove. Please tie up and place trash and recycling bags outside the kitchen door in the appropriate can beside the deck. ***All liquid should be dumped in the kitchen sink before putting the item in the trash/recycling can.*** Please put new bags into the trash and recycling cans. If something breaks, is damaged, fails to work properly, or needs some repair, please notify the Wesley Foundation. Do not attempt to repair it yourself unless approved by Wesley.

4. The fellowship hall has a smart tv available for use if needed. Please bring any adapters you may need to fit your computer. The tv is compatible with HDMI & USB.

5. If you have been approved for use of the kitchen, please do not use any items from the resident's cabinets (which are clearly labeled) only use the generic kitchen items. Whatever you use, please make sure to thoroughly **wash, dry, and return items** to where they came from. Please be respectful of our residents who may also need to use the kitchen during your event. Do not use the resident refrigerators; you may use the stainless public refrigerator in the fellowship hall only.

6. The possession or use of alcoholic beverages, tobacco, vapes, or illicit drugs is not permitted anywhere on the property. Firearms, weapons, fireworks, or explosives of any type are not permitted.

7. If thermostats need to be adjusted, please return to the original setting when you leave.

8. In the interest of conservation, please compost and recycle as much as possible. Please turn off any lights when you leave.

9. You will find that the main doors are unlocked for your event: please ensure that you contact the resident on duty that will lock the door after your event is over. If you cannot find the resident for the evening, then use the door key lock on the wall next to the door to secure the door. Your guests must use the fellowship hall entrance. Please do not prop open any exterior doors during your event. Events must

conclude by 9:00 PM. Exceptions to this rule may be approved in advance at the discretion of the Wesley Foundation and in consultation with the residents of Wesley House. Please make sure all doors are locked and secured when you leave.

10. Building use fees: There is no rental fee for Wesley and W&M student groups, however, donations would be greatly appreciated and can be made through: (<https://WMWesley/Donate.org>).

The price may increase if the event is longer than a four-hour window; at that time the price will be charged appropriately.

All other users are as follows (all or part of one day):

Fellowship Hall, Tables, and Chairs: \$85.00

Fellowship Hall, Tables, Chairs, and Kitchen: \$185.00

Basement: \$50.00 (only) with kitchen \$125.00

WESLEY RESERVES THE RIGHT TO MODIFY THESE RATES AS APPROPRIATE

11. Exceptions to the above rules may be approved by the Director or Executive Administrator. Requests for exceptions should be submitted in writing to the Wesley Foundation at **least 30 days prior** to the request date.

I UNDERSTAND AND AGREE TO ABIDE BY THESE GUIDELINES FOR THE USE OF THE WESLEY FOUNDATION BUILDING. I UNDERSTAND THAT FAILURE TO COMPLY IS GROUNDS FOR REVOCATION OF PERMISSION TO USE THE FACILITIES IN THE FUTURE.

Organization:

Contact Name:

Reservation Date:

Reservation Time:

Contact Phone Number:

Contact Email:

Signed by:

Organization Representative

Wesley Campus Minister