

CARPENTER'S WAY FELLOWSHIP

Facility Rental Policy

carpentersway.com/building

Carpenter's Way Fellowship exists to influence our community with grace and truth. One way we live that out is by making our facilities available to our church family and the broader community for gatherings, celebrations, and events.

We want to be good stewards of the space God has entrusted to us. The policies and fees outlined below reflect that commitment — they help us maintain our facilities well so they remain available for the ministry and mission of the church for years to come. We appreciate your partnership in caring for this space.

Rooms Available for Rental

Worship Room

The Worship Room is our primary gathering space and is suitable for larger events. Rental includes access to the room, chairs, and tables. Kitchen access is also included with the Worship Room rental.

Children's Room

The Children's Room is a smaller gathering space that includes an indoor playground. Rental includes access to the room, chairs, tables, and the indoor playground.

Kitchen Access

Kitchen access is available to Worship Room rentals only and includes use of the sink, tables, food storage, and electrical outlets. CW supplies — including dishes, cutlery, paper goods, and food — are not available for renter use. Any CW serving utensils used during your event must be cleaned and returned to their original location. All food, disposable goods, and supplies brought in for your event must be removed or disposed of before you leave.

Restricted Spaces

The stage and microphone equipment are not available for event rentals. The stage is restricted space. Any exception requires prior arrangement with church leadership.

Pricing & Sessions

Facility rentals are billed by session. A session is a 3-hour block of time. Each additional 3-hour block is charged at the same session rate.

For example, if your event runs 5 hours, that is 2 sessions — hours 1–3 are session one, and hours 4–6 are session two.

CW Member example: 2 sessions × \$100 = \$200 total.

Non-CW Member example: 2 sessions at \$200 each (\$400) + 2 host sessions at \$25 each (\$50) = \$450 total.

	CW Member	Non-CW Member
Facility Rental per session	\$100	\$200
CW Host	Not required	\$25/session, required
CW Host (A/V events)	\$25/session, required	\$25/session, required

The session rates above are all-inclusive — there is no separate cleaning fee. A facility turnover fee is already built into your session rate to cover post-event cleaning and preparation for the next use.

A/V Equipment

	Flat Per Event
A/V Equipment	\$50

A/V equipment includes use of the sound board, computer, and presentation screens. A/V use requires a trained CW host — see host fees above.

Deposit & Payment

CW Members

No deposit is required. Once your request is approved, your date will be confirmed and rental payment is due within 7 days of your event.

Non-CW Members

A refundable \$100 cash deposit is required within one week of your approval email to confirm and block your date. Failure to submit the deposit within this window will result in the approval being reversed and the date released.

Rental payment is due within 7 days of your event.

The deposit will be returned to you following your event provided no damage has occurred to the facility or its contents.

Building Key

A building key will be issued to you upon booking approval, no more than 7 days prior to your scheduled event. The key must be returned along with your completed after-event checklist in the drop box outside the office at the end of your event. Failure to return the key will result in a replacement fee.

Cancellation Policy

If you need to cancel your event, please notify us as soon as possible.

- Cancel more than 48 hours before your event → full refund
 - Cancel less than 48 hours before your event → refund minus a \$50 cancellation fee
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Care of the Facility

We ask that everyone who uses our facilities treat them with the same care they would their own home. The following expectations apply to all rentals.

General

- All trash cans must be emptied and bags replaced before you leave.
- All furniture, equipment, and décor must be returned to its original position.
- Decorations must not damage walls, floors, or furniture. No glitter, confetti, or similar materials. No nails, tacks, or staples. Painter's tape is permitted but must be removed completely after the event.
- Any damage beyond normal wear and tear should be reported to us promptly so we can address it quickly.

Kitchen

- All CW serving utensils used must be cleaned and returned to their original location.
- No CW food, paper goods, or supplies are to be used for your event.
- All food, disposable goods, and supplies brought in for your event must be removed or disposed of before you leave.

At the End of Your Event

- A post-event checklist will be provided and must be completed before you leave. This helps ensure nothing is overlooked and protects you in the event of any questions about the condition of the space.
 - All doors must be locked and secured before leaving.
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General Policies

The following policies apply to all facility rentals at Carpenter's Way Fellowship.

- No alcohol, tobacco, or illegal substances on campus at any time.
 - No fundraising events for personal financial gain.
 - No political events promoting candidates or parties.
 - All events must align with the values and statement of faith of Carpenter's Way Fellowship.
 - No unauthorized access to restricted spaces or rooms not included in your rental.
 - The renter is responsible for the conduct of all guests during the event.
 - CW is not responsible for personal belongings or equipment brought onto the premises.
 - Any incidents or safety concerns during your event should be reported to your CW host immediately.
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Submitting Your Request & What to Expect

All facility rental requests must be submitted through the form at carpentersway.com/building. We do not accept requests by phone, email, or in person. This ensures every request is reviewed fairly and that nothing falls through the cracks.

Here is what to expect after you submit:

1. Acknowledgment — You will receive an email confirming we received your request and that it is being reviewed.
2. Review — Your request will be reviewed at our next staff meeting for availability and any potential conflicts.
3. Decision — You will receive a follow-up email with our decision. If approved, it will include your event details, applicable fees, and next steps.
4. Deposit (Non-CW Members only) — A \$100 cash deposit is due within one week of your approval email to confirm and block your date. Failure to submit the deposit within this window will result in the approval being reversed and the date released.
5. Payment — Rental payment is due within 7 days of your event.
6. Post-Event Checklist — A checklist will be provided prior to your event and must be completed and submitted before you leave.

Completion of this form does not guarantee availability or approval.