

## **Village Church Child and Family Development Center Community Space Use Guidelines**

The Village Church Child and Family Development Center (VCCFDC) has a large community room and two smaller conference rooms. These rooms may be scheduled by contacting Mary Cashin, facilities coordinator, at 913-671-2342. There is no facility charge for Village Church sponsored groups. There is a facility fee of \$50 for groups with no Village Church affiliation. There is no child care available at the VCCFDC for groups using the community space and conference rooms.

**Available Rooms.** The large community room is available from 6-9 p.m. M-F. The two conference rooms (A & B) are also available from 6-9 p.m. M-F. The conference rooms are also available during daytime business hours, contact Mary Cashin to schedule.

- Large Community Room: seats up to 200, or may be used as open space. There is a warming kitchen adjacent to the room. The Community Room also has a stage. Currently there is no AV equipment for the Community Room.
- Conference Room A: six tables, twelve chairs, dry erase board.
- Conference Room B: primarily open space, does have piano.
- Other Facilities: Mothers Room, accessible restroom, men's/women's restrooms, water fountain.
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**Access.** Access to the VCCFDC after 6 pm is via key card through the main entry door. The key card must be picked up in advance from the receptionist at the VCCFDC, or from the main Village campus at 6641 Mission Road (during business hours, 8:30 a.m.-4:30 p.m. M-F). Any facility fees are due when the key card is picked up. The key card is used to gain access through the main entry door. After the initial key card swipe, the main door will remain open and usable for 2.5 hours. After that time has elapsed, the entry door will lock. Anyone entering the building must have the door opened manually from someone inside the building.

**Returning Key Card.** Place the key card in the marked box adjacent to the TV screen in the front lobby. There will be a fee charged (\$20) for unreturned key cards.

**Community Room Set Up Fee.** Any event requiring the set-up of more than 50 chairs will be charged a set-up fee of \$100 for non-Village Church groups. The fee is due when the group representative picks up the key card.

**Weekend Use.** The VCCFDC is generally not available for weekend use. Call Mary Cashin to discuss.

**General Guidelines.** Thank you for adhering to the following guidelines:

- No groups in the building after 9 p.m.
- Please no smoking or use of alcohol in the building.
- Service animals only.
- Please dress appropriately.
- Turn off the hallway lights, located in the gathering entry way, when leaving the building.
- In case of an emergency, when dialing 9-1-1 from your mobile phone, give the actual address: 9900 Mission Road, Overland Park, KS.
- In case of an emergency, when using a landline, dial 9-1-1 and give the actual address: 9900 Mission Road, Overland Park, KS.

**Approved by the Village on Mission Ministry Team on Aug. 14, 2017**