

## Policies and Procedures Wesley Center

Your event is very important to us. The following Rules and Regulations will help to ensure that your event is successful, safe, and enjoyable. Please read them very carefully and contact us if you have any questions or concerns.

### **Event Details**

- Our **Guest Services Coordinator** will contact you after your reservation has been confirmed with a signed contract and paid deposit.
- All of the details regarding the meeting spaces, lodging room assignments, equipment needs, room setups, etc., will be addressed.
- Any and all events will not be booked on the calendar without a contract on file and deposit received.
- Meeting space requests are not guaranteed as per the Contract & are assigned according to organization size. Only once a contract is received can a meeting space be assessed & assigned based on the participants attending and/or requested by the Organizational Leader, should availability allow.
- Any fees for additional specialty items or services will be discussed.
- A lodging list is due no later than one week prior to the event date. The lodging list is needed in order to make lodge room assignments and will include roommate groupings as requested.
- We offer meal service to groups that have a minimum of sixteen people. If your group does not meet that requirement, it is possible that other arrangements can be made for meals.
- Special dietary needs must be submitted no later than two weeks prior to the event.
- So that we can best plan for your needs and requests, an Event Agenda is due in our office no later than two weeks prior to the event date. A \$25 fee may be charged for late agendas. Keys and meeting space cannot be assigned without this information.

### **Facility Information**

- The Wesley Center buildings and lodges are smoke-free. Designated smoking areas are located outside of the buildings for smoking with appropriate receptacles for waste.
- Alcohol, illegal drugs, firearms, and fireworks are absolutely forbidden on Wesley Center property, as well as any other items of incendiary nature.
- Swimming is strictly prohibited.
- Bonfires allowed in designated areas only.
- Pets are not allowed in any of our facilities.
- Quiet hours are from 11pm to 7am.
- Any guest may be asked to leave at any time if these policies are not followed.
- A damage fee will apply when there is evidence of pets or smoking within the facility.