



## Welborn Community Room and Collaboration Hub Guidelines

1. Hours: Regular hours of operation are Monday - Friday 8:00 AM – 4:00 PM. Usage of Facilities outside of these hours will be considered on a case-by-case basis. Set up may begin at 7:30 AM if arranged. All Events must end by 10:00 PM; clean up and tear down must be completed by 10:30 PM.
2. Eligible parties: Not-for-profit organizations who apply for usage and are approved by Welborn. Other organizations or special interest groups may be approved on a case-by-case basis.
3. Capacity: Maximum seating capacity is 96 for the Welborn Community Room and Collaboration Hub combined.
4. Restrictions:
  - No raffles or other forms of gambling may be conducted. If any event is determined to be in violation of these guidelines or is creating a disturbance, Welborn has the right to immediately cancel the Event.
  - Sales: The sale of any products including books, videos, music CDs, apparel, etc. are strictly prohibited on Welborn property without prior approval.
  - Maximum signage of 24" x 36" is allowed and must be placed on an easel.
  - No hanging posters, balloons, stickers, hanging banners, hanging signs or other materials are allowed.
  - No nails, pins, wire or tape may be used to apply decoration to the structure surfaces.
  - Should there be significant damage to the facilities; Welborn reserves the right to recover all costs associated with the repair of said damages.
  - All materials used as decorations must be removed.
  - No displacement of fixtures or other Welborn items is allowed.
  - No smoke effects, explosives or pyrotechnics are allowed.
  - No flames are allowed (unprotected or protected).
  - Use of confetti, glitter, rice, etc. is prohibited.
5. Catering/Other Vendors: Welborn requires that the user work with the caterers below, for all food, beverage, and alcoholic beverage service. All Events serving alcohol must use security officers, and user is responsible for contacting, arranging and making payment to the security guards who will work the event.
  - Approved Caterers
    1. Acropolis – (812) 475-9193
    2. Bauerhaus – (812) 867-3169
    3. Just Rennie's – (812) 401-8098
    4. Vescovi Catering – (812) 858-6917



6. Alcohol Use: User requesting that alcohol be served will be reviewed on a case-by-case basis. Welborn does not hold a liquor license. Therefore, all beer, wine and liquor services must be provided through the pre-approved caterers. If alcohol is permitted, food must be served as well. In addition, there must be a “last call” at least 30 minutes before the conclusion of the Event.

- Security  
No matter the size of the event, if alcohol is served, a security guard is required. User is responsible for contacting, making arrangements, and making payment to one of the following if a guard is required:
  - a. Evansville Security Services 812-214-1132
  - b. Vanderburgh County Sheriff’s Department 812-421-6200

Guests	Guards Required
Up to 50	1
51+	2

7. Room Set-Up: The organization will work with Welborn to determine room set up needs.

*The equipment listed below is free of charge; any additional items can be rented from Bauerhaus Events or TRU Event Rental at the organization’s cost.*

- Round Tables
- Training Tables
- Chairs
- Existing Audio/Video
- Presenters Table

***Linens and Table Skirting - Contact Bauerhaus Events or TRU Event Rental.***

8. IT/AV Services: The rooms are equipped with projectors, screens, lapel microphones and handheld microphones.

9. Tear-Down: After an event, users are responsible for and must leave the building and grounds clean, clear of debris and trash, and in the same condition the facilities were in prior to the event. Trash must be bagged and placed in designated receptacles, and all equipment and materials removed from the area.

10. Parking: Complimentary parking is available to guests of the facilities in the visitor parking spaces located on the 2<sup>nd</sup> floor of the garage located off of 2<sup>nd</sup> Street. This space is available on a first-come, first-served basis. Welborn prohibits any organization from charging parking for any Event held on the premises.

11. Invitations and Printed Materials: Any invitations or other printed materials that contain information about or make reference to Welborn Community Room and Collaboration Hub



# Welborn Baptist Foundation

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must be submitted to and approved by Welborn's communication officer in writing or by email prior to printing. Please email a copy to Julia Lee for approval at [jlee@welbornfdn.org](mailto:jlee@welbornfdn.org).

A copy of the finalized invitation or printed material shall be provided to Welborn Baptist Foundation upon completion.

12. Cancellation Policy: Events must be cancelled in writing at least 30 days prior to scheduled events.