FACILITIES

BUILDING USAGE AND RENTAL POLICY

Thank you for your interest in holding your event at Western Theological Seminary. We are pleased to extend hospitality to the church and to the Holland Community. This will be balanced with our desire to protect and provide for the ministry of the seminary. Building usage is contingent upon the seminary not needing the space at that time.

Spaces Available:

- Library – 6th Floor
  - Includes kitchen, seats 60 people in rows of chairs or 7 round tables seating 8 people each.
  - Wireless internet available
  - Food allowed
- John R. Mulder Chapel
  - Seats 140-150 people, various arrangements available
  - Sound system contingent upon available operator
- Commons
  - Does not include use of kitchen, seats 128 people (16 round tables & 6 long tables are available)
  - Sound system contingent upon available operator
  - Food allowed
- Semelink Hall
  - Seats 88 people around 11 round tables or 120 people in rows of chairs
  - Sound system contingent upon available operator
  - Food allowed
- Classrooms
  - Various sizes available, fitting 15-100 people
  - Computer projection systems contingent upon available operator
  - Wireless internet available
- Garden Level
  - Includes kitchen, seats max. 90 people around tables (divided among north & south sections)
  - Areas for small group meetings, conference rooms seat 8 & 10, classroom seating for 45 with tables, 62 without tables.
  - Wireless internet available
  - Food allowed
- Atrium – NOT AVAILABLE

To Reserve Space:

For Garden Level – contact the Journey staff at 616-392-8555, x167
For all other areas – contact the seminary receptionist at 616-392-8555

Hours of Availability:

The seminary rooms and spaces are available Monday through Saturday, except on legal holidays or holiday weekends, and when the usage conflicts with a seminary class or event.

Library 6th Floor*	8:00am-10:30pm M-Th 8:00am-4:00pm Fri 9:30am-3:30pm Sat.	summer & holiday break hours 8:30-3:30 M-F
All other seminary space	7:30am-10:00pm M-F, Sat	

The building is not open to caterers outside of these hours. Entire seminary building closed on Sundays.

*Entrance doors lock and elevators shut down at the closing times specified for the library.

Rental Rates

Regular Seminary hours are from 8am-5pm, M-F. Anything else is considered "after hours."

The Seminary is NOT AVAILABLE to non-seminary groups on Saturday evenings, Sundays, holidays, or holiday weekends.

Set-up and cleaning will be provided at the rates shown if needed and requested.

A Reservation/Damage deposit of $50 is required to save the room.

Use of the building after hours requires a $25 security fee for unlocking and locking (included in for-profit rates).

Deposits will be returned in full or in part, depending on the condition of the room after use.

Rates for events (other than weddings):

space	RCA/Hope College	Non-profit orgs	Businesses
Library – 6th Floor	$25	$25	$50
Chapel	$100	$200	$650
Commons	$100	$200	$400
Semelink Hall	$50	$100	$200
Classroom	$25	$50	$100
Garden Level	$25	$25	$100

Rates for weddings in Mulder Chapel

item	cost	stipulations
Reservation deposit	$100	Non-refundable
Chapel Rental	$650	No weddings on Saturday evenings, Sundays, holidays, or holiday weekends.
Damage deposit	$500	Refundable within 30 days if there is no breakage, unusual cleanup, and/or excessive use of time.
Sound system operator		3 hrs included in rental fee, then $35 hr.
Commons	$400	Maximum of 3 hours for reception
Payment must be received 15 days prior to wedding or reception.		

Sound System or Computer Projection Equipment:

Sound systems are available in the Commons, Semelink Hall, and Mulder Chapel, but their use is contingent upon a seminary operator being available. Rates range from $35-$50/hr depending on the location and length of use. Contact Carol Ann Bailey (Carolann@westernsem.edu) at 616-392-8555, x167 to discuss your event and sound needs.

Computer Projection Equipment is in nearly all classrooms. Contact Carol Ann Bailey to discuss your needs.

Payment:

Payment for any event scheduled is expected 7 days prior to the event (15 days for weddings). Payment can be made with check to "Western Theological Seminary", credit card, or cash and given in person or sent to:

Myra Bonselaar or Evonne Wernlund
Western Theological Seminary
101 E. 13th St. Holland, MI 49423

Seminary Employees:

Personal/family events sponsored by Seminary employees can be scheduled at no charge as long as the employee takes complete responsibility for security, setup and cleaning. A refundable deposit of $50 is required for the event,

and needs to be given to the VP of Finance in order to secure your reservation. These events may not be scheduled more than 30 days in advance in order to provide opportunity for seminary functions to be scheduled.

Expectations for seminary employees' use of the facility:

- Exterior doors should be opened to allow guests entrance for as short a time period as possible.
- Only interior doors necessary for access to the areas used should be opened.
- Guests should occupy only those areas of the building related to the activity.
- All lights should be turned off and both interior and exterior doors checked to insure they are properly locked and secure upon leaving at the event's conclusion.
- Tables, chairs, and other available equipment needed will be the responsibility of the staff/faculty person to set up and return to their proper locations.
- If food was served, tables, counters, dishes and silverware should be washed and put away.
- All trash generated should be placed in the dumpster at the end of the event.

Rules of Use

Weddings:

Specific rules relating to weddings held in Mulder Chapel and receptions held in the Commons:
See Building Information and Rules for Weddings

All other organizations or groups:

The following applies to all spaces in the building.

1. Food is only allowed in Semelink Hall, Library 6th Floor, the Garden Level open space, and the Commons (the kitchen in the Commons cannot be used other than a staging area)
2. If food is served, tables, counters, dishes, and utensils should be washed and put away.
3. All trash generated should be placed in the seminary's dumpster at the end of the event.
4. No smoking permitted in the building.
5. No use of alcoholic beverages allowed anywhere on the seminary premises.
6. No decorations, signage or lighting permitted outside of the building.
7. Groups are responsible for setting up the room and returning it to its original condition unless they are paying for set-up & cleaning.
8. Items broken or damaged shall be the responsibility of the user and will be charged against the deposit. If damage or breakage exceeds the deposit, monies due will be payable at the seminary business office.
9. Groups will provide their own AV and computer equipment except in equipped classrooms.

Questions?

Contact:

Receptionist - Myra Bonselaar at 616-392-8555 or myra@westernsem.edu or Evonne Wernlund at Evonne@westernsem.edu

Journey (Garden Level space) – Carol Ann Bailey at 616-392-8555, x167 or carolann@westernsem.edu