

Special Events at the WGWL Trail Welcome Center

It is important to help preserve and maintain the life of this historic National Register eligible building and its contents for as many years as possible. Please help the volunteers who put their efforts into this goal by following a few guidelines. Your rent payment is used for utility costs and maintenance materials for the building.

There are two levels to the building. You may rent one or both. The upper level is the stage and pew seating area. The lower level includes the food serving area plus outside patio. Each level rents for \$75 each. There is also a \$75 deposit fee which is returnable if after your departure the facility is restored to its received condition. Payment is due in advance of use of the building. The building will be unlocked for you at your specified time. If the facility is needed for preparation the day prior to the event, there is an added rental of \$25.

Please do the following:

Lower Level

A. The **KITCHEN** is called a "warming kitchen" opposed to a food preparation kitchen. Prepared food may be brought, held, and served from here.

1. Please bring your own serving utensils and containers, tableware, tablecloths, garbage sacks, dishcloths, etc. Please take your things with you when finished *including your sacked garbage*.
2. Kitchenware that is in this space belongs to the Committee for events that the volunteers do to raise funds to support the facility and its utility costs. Please do not use these items that belong personally to Committee members. Some events are the Christmas Tea, pancake breakfast, Pie Sundays.
3. There is a refrigerator, an electric stove that has its limitations, and a chest freezer that you may use. Since this level is below the city sewer line, a pump under the sink is used to pump the kitchen sink water up. Please use the strainers in the drain when emptying water so as to catch food particles from entering the pump.

B. The **SERVING AREA** has 5 round tables. Please do not move these heavy metal tables to the patio. If you rearrange them within the building, please do not slide them on the floor. Two people are needed to pick them up when moving them to avoid scratching the floor finish. There is one 8 foot banquet table and several 6 foot banquet tables. The patio has four round tables. There are 56 chairs for around the tables. The inside Lower Level space will comfortably seat approximately 40 people.

1. Please wipe down tables and chairs after use.
2. Do not move the piano. It should remain where it is placed. Retuning costs are \$125.
3. The electric fireplace may be used. Please turn off when leaving.
4. Please wipe up any spills. Vacuum, sweep, pick up debris and waste.
5. Beer and liquor are not allowed at this county-owned facility. Wine in moderation may be served.

C. **UPPER LEVEL** There is one unisex bathroom for use. Paper towels and toilet paper are provided for the bathroom. Please empty the wastebasket after your event and remove its contents to the garbage. The Committee volunteers will clean this room after you leave. Entrance is used by all so do sweep or vacuum there. The wood stairs between the upper level and lower level will be cared for by the Committee volunteers. If needed, there is a coat rack available for use on the upper level. The pews will seat approximately 100 people. Please do not sit on the antique altar chairs.

D. In general, for the entire building:

1. Please close all doors for the sake of cooling with the air conditioner and keeping out unwanted insects and creatures.
2. This is a non-smoking facility.
3. Report any damage or needs to preserve this facility.
4. The fuse box is in the furnace room on the south wall.
5. There is a fire extinguisher in the kitchen.
6. There is no land line phone in the building.
7. If a summer art or photography show is on display, please leave framed artwork as displayed.
8. No pets are allowed inside the building with the exception of service utility dogs for the handicapped.

Thank you and have a great event!

This facility has been used for graduation parties, small weddings, receptions, concerts, dramatic performances, lectures, panel discussions, dinners, meetings, family reunions, class reunions, award ceremonies, piano recitals, community sings, and church services.

Committee numbers willing to be called if you need them:

641-220-2685 or 641-985-2485; 641-985-2524; 641-985-2338 or 641-220-1434