

Day 7 Venue Use Policy

Capacity

The maximum number of guests that we are able to accommodate in the facility is 36.

Reservation & Donation

To reserve the Day 7 Venue please:

1. Complete a Calendly request at <https://calendly.com/day7events>
2. Submit the [Day 7 Venue Use Agreement](#) to Day 7 at Kendal@Day-7.org.
 - You can request the password to the agreement by emailing Kendal@Day-7.org
 - **Please Note:** Venue reservations are only valid if a Calendly request and the [Day 7 Venue Use Agreement](#) is signed, submitted and received by Kendal@Day-7.org **at least 2 weeks** before the day of the event.

To donate the Day 7 Venue please:

1. Decide your donation amount. We appreciate any amount!
2. Your donation is **due 1 week** before the event; and can be given online at <https://Day-7.org/donate> or by check.
 - **Please Note:** A deposit of \$10 is required at the time of submission of the Calendly request. This is a non-refundable deposit.

Hours of Operation

Our hours of reservation are 8am - 8pm Monday - Friday. However, if you have a specific request for an evening or weekend event, please let us know and we will see what we can do to accommodate your request.

Accessibility

Before proceeding with booking our event space, please note that our venue is limited to stairs-only access.

Onsite Resources

The following are available for use for no additional cost:

- *Tech Guide & Seating Chart Guide*
 - (Located online at: <https://www.day-7.org/venue> and in the orange *Day 7 Venue Use Guide* folder on the podium)
- Wi-Fi (Password provided in the [Day 7 Venue Use Agreement](#))
- TV
- HDMI Cable / USB-C Adaptor
- Whiteboard
- Coffee Station: Coffee / Hot Tea / Sweeteners & Creamers / Water
- Microwave
- Half-Bath with Shower

Restrictions

Smoking or use of tobacco products is not permitted inside our venue or anywhere outside on our property. Neither are alcohol, drugs, firearms or pets allowed on the property. Rearrangement of the pews, shelves, chest, coffee station is not permitted. Rearrangement of the furniture in the office half of the venue is not permitted. Please note that the cabin adjacent to the venue building, along with the 1st floor of the venue building, is private property and is off limits.

Parking

Please park on the side grass area to the right of the driveway unless there is or has been recent heavy rain, in which case please park on the driveway.

Liability

Day 7 can assume no responsibility for property (owned, rented or personal) that is brought onto the premises for events. Additionally, we cannot assume responsibility for you or your invited guests.

Expectations

You will be responsible for the arrangement and rearrangement of the space unless otherwise requested. At the end of use, the venue is to be restored as found. Please ensure the [Day 7 Venue Use Checklist](#) is completed before leaving at the end of your event. (The checklist is located in this guide, online at: <https://www.day-7.org/venue>, and in the orange *Day 7 Venue Use Guide* folder on the podium).

Day 7 Venue Use Checklist

Day 7 asks that you please check the following before leaving the facility:

1. Return all furniture to its original location
2. Wipe down the bathroom with the disinfectant wipes provided in bathroom caddy
3. Make sure all trash is placed in a trash can / recycling in blue trash can
4. Spot sweep / vacuum where necessary
5. Wipe down all used surfaces with disinfectant wipes located by coffee bar
6. Discard coffee grounds pour out / rinse coffee pot
7. Ensure the coffee pot is switched off
8. Return thermostat to its original setting (Heat: 62 / cool: 78)
9. Return any borrowed items/tech items to their original locations/settings
10. Notify a Day 7 staff member when leaving the building at the end of their event.
11. Return the orange *Day 7 Venue Use Guide* folder on the podium

We want to make your event a wonderful experience here at Day 7 and are grateful for your cooperation!