

## **WECU EDUCATION CENTER (5659 Barrett Road, Ferndale)**

### **FEATURES AND USE GUIDELINES**

WECU offers free use of our Education Center at Ferndale to local non-profit organizations for meetings 8 a.m. until 10 p.m., 7 days per week. Reservations are booked on a first-ask, first-served basis. In order to serve as many groups as possible, we allow one use per group in any 30-day period.

#### **Location:**

The Education Center at Ferndale is located at 5659 Barrett Road, Ferndale, in WECU's Ferndale branch.

#### **Features:**

- Capacity: 114 persons maximum
- Clean, non-smoking, ADA-compliant facility
- Onsite lot parking
  - 35 spaces are available during business hours; please park at the back of the lot in order to leave the spaces closest to our building available to our members who are transacting business
  - 60 spaces are available after business hours, including weekends
- Restrooms: 2 large, clean
- Tables: 15 rectangular
- Chairs: 100 meeting-style formed plastic
- Electronic screen and projector
  - (Users must provide own computer)
- Kitchenette with refrigerator, sink, microwave, coffee maker, hot water dispenser
- Coffee, tea, related condiments and cups provided by WECU

#### **Use Guidelines:**

- No smoking is allowed inside the facility
- Animals (other than Service Animals) are not allowed inside the building
- Sales or collection of fees is prohibited
- No fundraising may occur on the premises
- Meetings are not open to the public and are not to be advertised as such
- It is the user's responsibility to pick up the key during WECU business hours; delivery of the key is not available; key may not be picked up in the drive-through
- User must store all furnishings, empty trash bins, clean kitchenette, vacuum and return key after use
- Facility is checked by WECU's Ferndale staff; any misuse will be recorded and may prohibit further use by any group offending this policy. You may be held liable for any damage to the building or furnishings; or non-return of the key. WECU provides this facility free of charge and expects that each group will treat the building and furnishings with care and respect.

Reservations for the facility may be requested by calling 756-7600 or via the online form at <https://www.wecu.com/tempedctrres/>; choose "Ferndale."

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