



## 7 PROPERTY

### 7.1 FACILITIES USAGE POLICY

#### 7.1.A INTRODUCTION

Westminster Presbyterian Church (the "Church") makes its facilities available to individuals and groups (the "User") that benefit the community.

#### 7.1.B RULES

The leader(s) of the approved user group shall be responsible for adhering to the following rules:

- i. All who use this building should remember that this a church and should treat it as such.
- ii. Smoking or alcohol is prohibited in church buildings or on church grounds.
- iii. Kitchen facilities may be available on a pre-approved basis.
- iv. When children and youth age 17 and under, are present, they must be under the supervision of a responsible adult at all times. They shall remain in designated areas and not roam throughout the building In addition, the guidelines of Westminster’s Child Protection Policy must be followed (link to Operations Manual Section 5.2 on final copy).
- v. If another meeting is in progress in the church, make an effort to keep noise in check.
- vi. The social hall or chapel stage may be used for activities associated with the program.
- vii. Audio-Visual equipment requests must be arranged in advance with the Church office/Property Ministry.
- viii. The group shall be responsible for proper care of the facilities and equipment.
  - a. Check and flush toilets before leaving
  - b. Restore tables and chairs to their pre-meeting position
  - c. Place debris and trash in waste containers outside the social hall
  - d. Turn off all lights and fans, including those in the restrooms
  - e. If the kitchen has been used, shut off all appliances and clean area
  - f. Close and lock windows and outside doors when leaving the premises
  - g. Please leave all facilities in the condition as they were before usage
  - h. Additional Specific Requests Due to Timing and Nature of Event:  

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- ix. User bears responsibility for and will pay for damage done to the Church facility, building or grounds by attendees of User’s function at Church.



\_\_\_\_ initials of User’s representative acknowledging this provision who is qualified to bind User.

- x. The adult representatives of User’s group shall read, complete and sign the attached Facilities Use form a minimum of 30 days prior to the event. If the event is approved, the Property Ministry will contact User to confirm the amount of fees in writing and determine the details of the event. Any fees due to the Church need to be paid prior to the event.
- xi. User does hereby waive any and all claims, demands of action, which they may have against Westminster Presbyterian Church as result of the use of Church facilities pursuant to the Facilities Use Application Form executed by User. User will indemnify, defend and hold harmless Westminster Presbyterian Church, its ministers, officers, employees and members from and against any and all claims, demands, causes, of action and all other loss and expense, arising out of or associated with the use of Church property by the User and its members, guests, employees and agents pursuant to the Facilities Use Application Form and/or this Facilities Usage Policy.

### 7.1.C FACILITIES USE APPLICATION FORM

**Event Date and Time:** \_\_\_\_\_

**Event Representative Name and Contact Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Description of Event**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**All Outside, Non-WPC Member Groups will Follow the Fee Schedule Below:**

<b>Sound/AV Support &amp; Operator</b>	\$100
<b>Chapel Space &amp; Social Hall</b>	Starting at \$50 (Depending on Size and Duration of Event)
<b>Classroom Space</b>	\$20 per Hour
<b>Sanctuary</b>	Starting at \$200 (Depending on Size and Duration of Event)
<b>Refundable Cleaning Fee*</b>	\$50



\*Cleaning Fee will be Refunded if Church Does Not Incur Extra Cleaning Charges Due to Event. Any Event that Occurs on Friday or Saturday will not have the Cleaning Fee Refunded as Additional Cleaning will be Needed before Sunday Church Activities.

**WPC Members are welcome to use spaces and the Property Ministry recommends submitting a completed Facilities Use Form and an appropriate donation to offset the Utilities and Cleaning Costs of the space.**

The undersigned recognizes that this is a formal contractual agreement that incorporates all of the terms and obligations contained in the Facilities Usage Policy, which is made part of this agreement by reference. The undersigned represents that he/she is authorized to act on behalf of User and agrees to all of the obligations contained herein.

User's Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**For Westminster Use Only:**

Date Approved by Property Ministry: \_\_\_\_\_

Property Elder/Pilot Signature: \_\_\_\_\_

Final Fee Amount Due: \_\_\_\_\_

Fees Received Date and Signature: \_\_\_\_\_