

WESTMINSTER PRESBYTERIAN CHURCH FACILITY USE POLICY

Purpose

The primary purpose of the facilities is to provide a place for Christian worship, fellowship, and education which directly serve the ministries of our congregation. Facilities may also be made available for community service purposes and to other individuals and groups according to the specified priorities.

Priorities for Use

Group 1

Groups and organizations connected directly with the activities and ministries of WPC, WPC sponsored groups, or groups with which WPC is in an established relationship.

Group 2

Non-profit groups and organizations whose purpose is for community service

Group 3

Activities and meetings of WPC members

Group 4

Other individuals, groups, and organizations

Fee Schedule

Space	Group 1	All Other Groups	
		Half Day	Full Day
Parlor,405,406	No fee	\$50	\$75
407/408, 414/415, multi-purpose(PS), 413, 212	No fee	\$100	\$150
Chapel	No fee	\$150	\$250
Spellman Hall (211) (does not include 212)	No fee	\$250	\$500
Kitchen (204)	No fee	\$75	\$100
Kitchen (204) Using for cooking	No fee	\$150	\$250
Choir Room (310)	No fee	\$100	\$150
Coffee Area	No fee	\$50/hr	
Sanctuary	No fee	\$400 weekdays \$600 weekend	

Notes:

- **Donations are accepted from groups not assessed a fee.**
- Half day = up to 4 hours Full day > 4 hours
- Fees for 3+ rooms will be determined on a case by case basis.
- AV Technician: \$30/hour
- Custodian overtime fee: \$30/hour. Custodian needs to be present when church building is closed – Friday nights, Saturdays, and Sunday afternoons.
- Earliest start time for event: 7:30 a.m.

Facility Reservation Procedure

- Requestor will complete a Facility Use Request Form and submit to Barb Drain in the church office.
- No Group (2-4) requests will be scheduled until 180 days prior to the request date.
- The request will be evaluated, and the decision communicated to the requestor within 2 weeks.
- For approved requests:
 - Requestor will be sent a Facility Use & Hold Harmless Agreement to sign.
 - **All outside groups that carry liability insurance will be required to name Westminster as an additional insured. Church Administrator has the ability to waive the requirement if an outside group has no insurance or does not meet the \$1 million minimum coverage.**
 - The Facility Calendar will be updated.
 - A copy of the Facility Use Request Form will be given to the Custodians and the original will be filed.
 - Payment will be due one week prior to the event date and should be sent to the attention of Sandy Kurek, Treasurer. Checks should be made payable to Westminster Presbyterian Church.

General Policies

Smoking is not permitted. The use of alcohol and illegal drugs is strictly prohibited.

Outside groups must have Food Handler's Certification to prepare food in kitchen.

Use of food/beverages requires prior approval.

Use of decorations requires prior approval.

Space used must be left in the same condition as found. Trash is to be put into designated containers.

Weddings and funerals are covered under separate policies due to their unique requirements.