

BUILDING USE REQUEST

WESTMINSTER PRESBYTERIAN CHURCH
1250 W. Exchange Street, Akron, OH 44313

Phone 330-836-2226 / FAX 330-836-8389 / westminsterakron.com

- WPC Group
 Outside Group

PERSONAL INFORMATION Submission Date _____ Event Date(s) _____

Event times: _____ to _____ Set-up time: _____ to _____ *Include clean-up*

Is this a recurring Event? **Y N** Will food or drink be consumed? **Y N**

Group or Person Requesting Use _____

Address _____ Purpose of Use _____

Name of Event _____ Phone _____ email _____

Fee to be Paid _____ Crossing Guard needed? **Y N (FEE Required)**

| | |
|--|--|
| Primary Contact Person _____ Phone _____ email _____ | Person Responsible for Cleanup _____ Phone _____ email _____ |
|--|--|

AREAS REQUESTED ___ Wright-Herberich Hall ___ Sanctuary ___ Chapel ___ Pastor's Study ___ Youth Center
___ Room 106 ___ Library ___ Kitchen - **MUST SIGN KITCHEN CHECKLIST** ___ Childcare (WPC groups only)
___ C.E. Basement ___ Other (please list below)

EQUIPMENT REQUESTED
___ # ROUND tables ___ # chairs per ROUND table ___ Audio/Video Equipment ___ Podium
___ # RECTANGULAR tables ___ # chairs per RECT. table ___ Microphone ___ Other (please list below)

ADVERTISING (WPC Groups and Committees only) *Attach information on separate paper*
___ Sunday bulletin ___ Script newsletter ___ Press release ___ Website ___ Social media
___ Sunday Update ___ Pulpit announcement ___ Outdoor sign ___ Other (please list below)

PROCEDURE Request must be submitted no less than 6 weeks prior to scheduled event date to allow time for the approval procedure.
In all cases, church programs/functions (weddings, funerals, special church services, youth groups, committee meetings, etc.) have precedence in scheduling over requests of outside groups.
If a date is reserved by an outside group when an internal need arises, Westminster will make every effort to not displace outside groups that have properly reserved space.
A \$50.00 deposit (cash or check payable to Westminster Presbyterian Church) will be required upon approval of your request for use. The date will not be reserved until the deposit is received.

For office use Approved by _____ Date _____ Added to church calendar
Fee to be paid **Y N** Amount _____ Deposit Usage Fee Date received _____ by _____
Certificate of Insurance received _____ (date) _____ by _____
Building Use Agreement received _____ (date) _____ by _____
Copies to staff: Pastor Accountant DOC Secretary Custodian Sheila

BUILDING USE POLICY

WESTMINSTER PRESBYTERIAN CHURCH

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Introduction

The primary purpose of Westminster Presbyterian Church (WPC) is to carry out the ministries of the local church. WPC has an active ministry to children, youth, adults and senior adults. Our programs and our people are the top priority when it comes to the use of our church facility. However, WPC still wishes to expand its outreach into the community by offering the use of its facilities.

Building use activities fall under the jurisdiction of the Session, which manages the use of building facilities. No commitment for building use is finalized until the **Building Use Request** has been completed and executed by Session or its designee.

WPC has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered. Our first priority is for the program and membership needs of WPC. Lesser use priorities are for nonprofit groups that are supported by the church, then other nonprofit organizations and finally other for-profit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by WPC. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and the practices of WPC and PCUSA.

Included in this guide are the following:

1. Process to schedule Building Use
2. Rules and Regulations
3. Fees for Building Use
4. Building Use Request form
5. Building Use Agreement form

Process to schedule building use

1. Call church to see if space is available.
2. Fill out **Building Use Request** form. (*Pick up or download form from website*)
3. Return completed form to church office.
4. A representative from WPC will review the request and contact you.
5. Outside groups must be approved by Session. You will be notified of their decision as soon as possible.
6. If approved, the **Building Use Agreement** must be completed. If applicable, fees are due at the Church Office.
7. Arrangements for access into the church facility will be made upon approval.

Rules and Regulations

1. Church facility use is limited to room(s) rented and restrooms.
2. All equipment and decorations must be removed. No adhesives, tapes, pins, nails, tacks or staples, etc. are to be used.
3. Smoking, gambling, firearms/weapons, and use of alcoholic beverages or illegal substances are not permitted at any time, anywhere inside the church building or on church property.
4. Users are responsible for any damage their event causes to church property.
5. Building must be vacated by stated end time.
6. The facility should be left in the same or better condition than when the event started.
7. A church member or custodian is required to be present during use by an outside group.
8. No food or drink in sanctuary, except water.

Emergency Scheduling Conflicts

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

FEES

Type A Non-profit educational and other activities that are considered an extension of our ministry

Type B Civic and service activities, including musical groups, service clubs, and fraternal organizations

Type C For-profit organizations, receptions, and one time special events

FEE SCHEDULE

| | A | B | C |
|------------------------|------|-------|-------|
| Sanctuary | 0 | \$100 | \$200 |
| Wright-Herberich Hall | 0 | \$50 | \$100 |
| Library | 0 | \$25 | \$50 |
| Chapel | 0 | \$25 | \$50 |
| Pastor's Study | 0 | \$25 | \$50 |
| Youth Center | 0 | \$25 | \$50 |
| Room 106 | 0 | \$25 | \$50 |
| Kitchen | \$50 | \$75 | \$100 |
| Table set up/take down | \$25 | \$25 | \$50 |

Fee covers first 3 hours, \$25 for each additional hour

Deposit is \$50 for all groups (refundable if no damages)

Fees may be waived or changed at the discretion of Session.

BUILDING USE AGREEMENT

WESTMINSTER PRESBYTERIAN CHURCH
1250 W. Exchange Street, Akron, OH 44313
Phone 330-836-2226 / FAX 330-836-8389 / westminsterakron.com

The agreement by and between Westminster Presbyterian Church (WPC), 1250 W. Exchange Street, Akron, Ohio, and _____ ("User"), will take effect on the _____ day of _____ month, _____ year, and will continue for a period of _____.

WHEREAS, WPC owns premise located at 1250 W. Exchange Street, Akron, Ohio which is normally used for church related activities, *and*

WHEREAS, User desires to use the _____ area of the facilities for the purpose of _____, *and*

WHEREAS, WPC has agreed to allow User to use the facilities provided that the following terms and conditions are met.

It is Therefore Agreed By and Between the Parties:

1. WPC agrees to let User use the above-described premises for the above-described purpose on _____ (*describe times and days of usage*). _____ (*WPC's contact person*) is the contact person for WPC and _____ is the contact person for User to coordinate the details of usage.
2. User agrees to abide by all the terms and conditions of use described in this agreement.
____ **Fee Agreement** – User agrees to pay WPC _____ for the use of the premises.
____ **Non-Fee Agreement** – In consideration for the benefit of using WPC's facilities. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
3. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the WPC, which is a biblically based religious institution.
4. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
5. ____ **Organizational Users** – User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to WPC at least seven days prior to the date upon which the User begins to use the above-described premises. The certificate of insurance will indicate the User has made WPC an "additional insured" on User's policy with respect to the use by User of the above-described premises.
____ **Individual Users** – User promises and warrants that User will obtain signed Activity Participation Agreements (Either provide by- or acceptable to- WPC) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.

6. User agrees to hold harmless, indemnify and defend WPC (including WPC's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of WPC (including WPC agents, employees and representatives) or otherwise.
7. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
8. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
9. Either party may cancel this agreement unilaterally with 14 days written notice to the other party.
10. In the event that WPC must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will WPC be liable to User for any lost profits or incidental indirect, special, or consequential damages arising out of User's inability to use the above described premises, even has been advised of the possibility of such damages.
11. User agrees that it will not assign any of its right under this agreement, and any such assignment will void this agreement at the sole option of WPC.
12. WPC and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If WPC and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter

Dated the _____ day of _____ month _____ year.

Westminster Presbyterian Church

User

Title

Title