

BUILDING USE REQUEST

WESTMINSTER PRESBYTERIAN CHURCH

1250 W. Exchange Street, Akron, OH 44313

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

WPC Group

Outside Group

PERSONAL INFORMATION Submission Date _____ Event Date _____

Event time: _____ 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 _____

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 ___ C.E. Basement ___ Childcare (WPC groups only)
___ 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) - Please 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.

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 Office Administrator Custodian DCF