

# BUILDING USE POLICY

WESTMINSTER PRESBYTERIAN CHURCH

1250 W. Exchange Street, Akron, OH 44313

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The primary purpose of Westminster Presbyterian Church (WPC) is to carry out the ministries of the local church., WPC would like to expand its outreach into the community by offering the use of its facilities.

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 policy 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

## **1. Process to schedule building use**

1. Call church to see if space is available on the church calendar.
2. Fill out Building Use Request form. (Pick up or download form from website) and return to the church.
3. A representative from WPC will review the request, contact you and refer the request to the Properties Committee for consideration.
4. Outside group requests must be approved by Session, which meets monthly. You will be notified of their decision as soon as possible.
5. Arrangements for access into the church facility will be made upon approval.
6. You will be invoiced after the event.

## **2. 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 anytime, 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 staff 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

## 3. FEES

Type A Civic and service organizations, including musical groups, service clubs, and fraternal organizations.

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

	A	B
Sanctuary	\$100	\$250
W-H Hall	\$75	\$150
Library	\$25	\$50
Chapel	\$25	\$50
Pastor's Study	\$25	\$50
Youth Center	\$25	\$50
Room 106	\$25	\$50
Kitchen	\$75	\$150

Fees are per hour, from set up through clean up.

Fees cover custodial services and utilities. However, there may be additional fees for room set up.

Church member fees may be reduced.

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

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