

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 _____

Certificate of Insurance received _____ (date) _____ by _____

Building Use Agreement received _____ (date) _____ by _____

Copies to staff: ☐ Pastor ☐ Accountant ☐ Office Administrator ☐ Custodian

Invoiced: _____ (date) by _____

Revised May 2022