

Facility Use Request Form

03/2014

Westminster Presbyterian Church
420 North Main Street; Butler, PA 16001
724-283-4204 Fax 724-283-7573
office@westminsterpca.com

GENERAL INFORMATION:

Westminster Presbyterian Church in America (WPCA) is happy to make its facilities available for ministry events and special activities. Certain policies and standards must be adhered to ensure the integrity of purpose for the building / property belonging to WPCA is maintained.

All facility use requests must be made in writing at least 30 days in advance. This also includes WPCA ministry activities. **Formal approval of this facility use request and application form by the Facility Manager must precede any event being placed on the WPCA master calendar.** Approved WPCA ministry activities will take priority over any individual member request and/or use of the facilities by any outside group / organization.

FACILITY GUIDELINES:

The sanctuary is only available for Christian worship, Christian music rehearsals, Christian weddings and other services authorized by the Session. During worship services, no other part of the church may be used, except for the nursery and similar children's groupings, as approved by the Session.

Smoking, the use of alcoholic beverages or drugs, obscene or profane language, gambling, or any activity not becoming a Christian is prohibited. All individuals and/or groups / organizations must leave the building / property in a clean and orderly fashion.

All persons attending any event should confine their activities to the designated room(s) of the event, and any egress to restrooms, parking, etc. to the floor of the building on which the event is approved. Evening activities must be over and the building vacated by guests and workers by 10:00 PM.

The use of the building / property for fundraising activities, and/or the sale / exchange of merchandise or financially based services is strictly limited and requires the prior authorization of the Elders.

PERSONAL LIABILITY:

WPCA's comprehensive insurance provides coverage for approved WPCA ministry activities only. Members and/or outside groups / organizations using the building / property for their own use are strongly encouraged to secure renter's insurance to protect them in the event of accident or injury.

Any damages or loss to the building / property will be assessed a repair / replacement fee payable to WPCA. A refundable security deposit of \$200 (paid by check) is due upon application. This check will be returned within 30 days after the event pending a good and clean inspection of the space.

SIGNATURE REQUIRED:

I attest that I have read, understood and agree to abide by the provisions outlined above.

Responsible Party

Date

Facility Use Application Form

Today's Date _____ **Event Date** _____

Event _____ Time: (from) _____ (to) _____

Member or Sponsoring Member _____

Group / Organization _____

Contact Person _____ Home Phone _____

E-mail _____ Work Phone _____

Name of person(s) in charge of food prep, other services:

_____ Phone _____

_____ Phone _____

The personal use of the facility by members and any outside group/organization requires a fee to cover the basic costs of lighting, heating, etc. The actual fees assessed will be based on the size of group, the room(s) used, staff time involved, etc. **Use fees are payable in advance and should be turned in with the application form at least 30 days in advance to the church office.** Checks should be made payable to Westminster Presbyterian Church, noting "Facility Rental" on memo line.

Rooms Requested _____

Total Cost (use fee schedule) \$ _____ (Make check to Westminster Presbyterian Church)

Facility Use Fee Schedule

03/2014

Circle Requirements	WPCA Ministry Event	Member for Personal Use	Non-Member (Group/Org.)	Outside Ministry Partner
Sanctuary – Building Use ¹	no charge	\$125	\$450	\$200
Sanctuary – Sound Tech ^{1,2}	no charge	\$75	\$100	\$75
Sanctuary (wedding) – Candelabra	no charge	\$30	\$40	\$30
Sanctuary (wedding) – Pew Candles	no charge	\$30	\$40	\$30
Perrin Hall – Building Use (up to 50) ¹	no charge	\$100	\$300	\$150
Perrin Hall – Building Use (51-125) ¹	no charge	\$140	\$450	\$200
Perrin Hall – Building Use (126-200) ¹	no charge	\$175	\$600	\$250
Café Use	no charge	\$30	\$100	\$50
Kitchen Use (Heat up only)	no charge	\$50	\$100	\$75
Kitchen Use (Entire appliance use)	no charge	\$125	\$200	\$150
Youth Amphitheatre Use ¹	no charge	\$125	\$450	\$200
Amphitheatre – Sound Tech ^{1,2}	no charge	\$75	\$100	\$75
Youth Classroom Use ¹	no charge	\$50	\$100	\$75
Choir Room Use ¹	no charge	\$100	\$300	\$150
Classrooms (Number needed _____) ¹	no charge	\$50 each	\$100 each	\$75 each
Other _____	t.b.d.	t.b.d.	t.b.d.	t.b.d.
Total Fees				\$

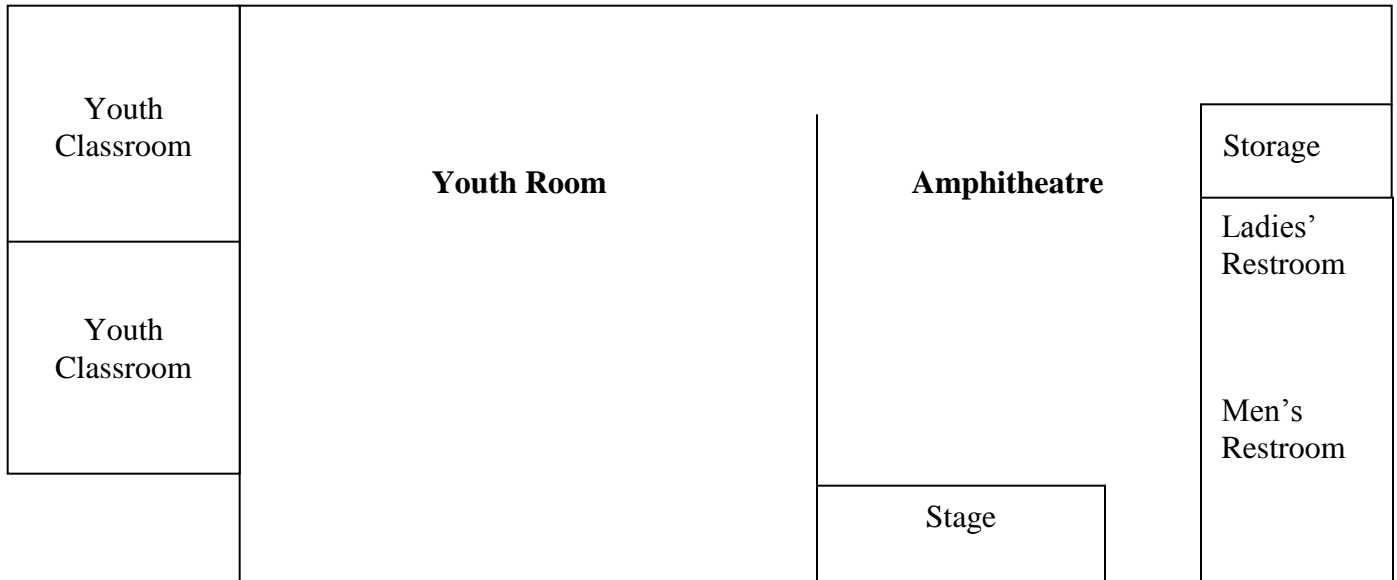
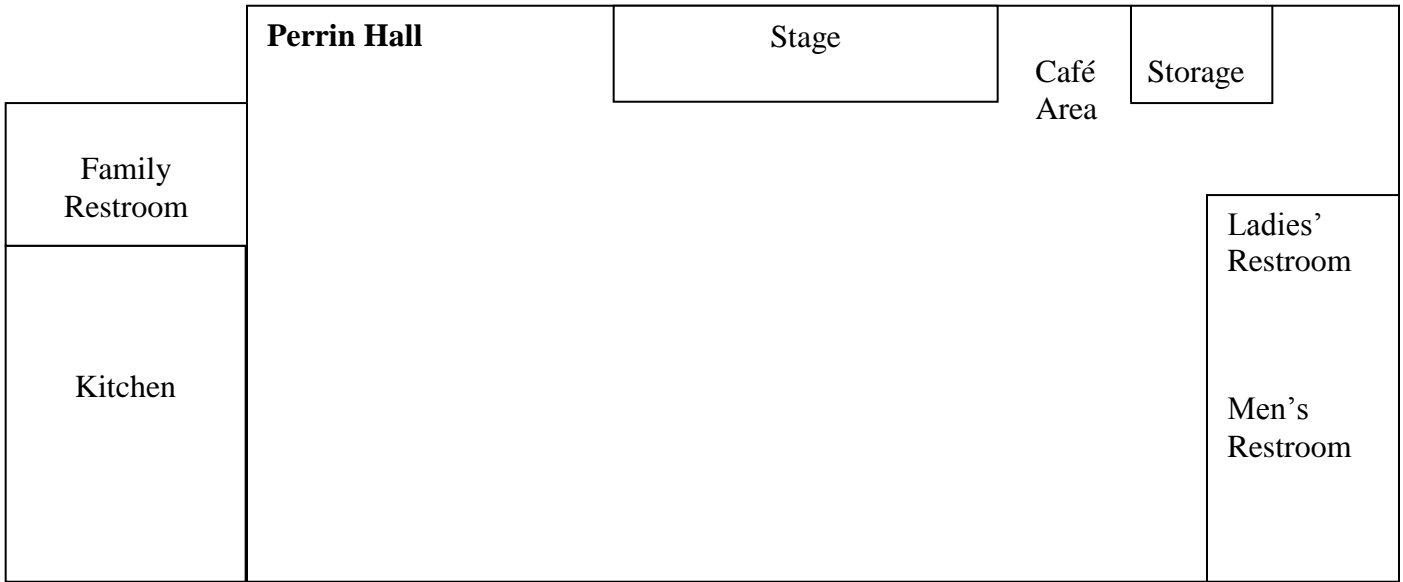
¹ Denotes required service. Cost of custodial compensation is included in the listed fee.

² Minimum charge is for four hours. Additional hours will be charged at \$15.00 per hour.

³ The rental of Perrin Hall does not include the use of the café, but does include the limited use of the kitchen refrigerator and island.

Event Set-up Requirements

Please describe any special set-up requirements for your event. Please use the diagrams below to show table/chair arrangements.



Choir Room

Classroom #

OFFICE USE ONLY:
 Approved by: _____ Date: _____
 Return Contact by Office: _____ Arrangements Confirmed: _____