

☐ New Request

☐ Modification

☐ Renewal

Westminster Presbyterian Church FACILITY USAGE REQUEST & AGREEMENT FORM

Today's Date: _____ Organization: _____

Responsible Individual: _____ Phone: _____

Email: _____

Address: _____

Date(s) Needed: _____ Hours: From _____ to _____

If it is a recurring use, specify the day, week, month of recurrence & the date range below. (Please note recurring events expire Annually and must be resubmitted for approval.): _____

Purpose/Event Description: _____

Event Hosted By: _____ Number of adults attending: _____

Number of children attending: _____ Age range: _____

Insurance Company: _____

Facilities/Equipment Desired (mark all that apply):

Sanctuary: _____ Fellowship Hall: _____ Kitchen: _____ Classroom(s): _____

Transept Room: _____ Conference Room: _____ Other: _____

Sound System or Projector (Requires WPC approved & trained Sound Technician): _____

Music Equipment: _____ Microphone(s): _____

For Fellowship Hall:

Number/Type of Tables: _____ Number of Chairs: _____

Is the setting up of tables and chairs requested? _____

Will food be served? _____ What type and where? _____

Will any other church property or equipment be used? _____

Westminster Presbyterian Church extends the use of its facilities to members and outside groups to serve the community when facilities are not being used for WPC program activities. The “Responsible Individual” agrees to hold harmless Westminster Presbyterian Church, its officers, members, or employees against all claims and will assume all liability arising from his/her group’s usage of the facilities. In the event of physical damage to the church property arising from use by his/her group, they will also make it his/her responsibility to reimburse the Church for its losses. WPC is not responsible for the theft, loss or damage of any items.

Please be aware that this form is used to request facility use – it is not a reservation. Unforeseen circumstances may arise where the church will need to use a room on a date requested on this form. In that event, the church will notify the Responsible Individual, in advance, that the facilities requested will not be available for their use on that date.

Note that all recurring facility requests automatically expire annually—the Responsible Individual is required to submit a new request at that time.

Use of the Sanctuary must be approved by Session. Session meets monthly, so routine approvals that require Session approval can take 4 to 6 weeks. All other approvals that do not require Session approval take approximately one week.

I, _____, the “Responsible Individual” will be in charge of the requested facility usage, have read the attached procedures, requirements, terms and conditions and agree to them.

Signature of Responsible Individual

Date

WPC Key # _____ Issued (if applicable): _____

501.c.3 on file ☐ Yes ☐ No

WPC Key # _____ Returned (if applicable): _____

Fee Paid \$ _____ Date: _____

Deposit \$ _____ Date: _____