



Westminster Presbyterian Church

Facility Usage Policy & Procedures

Rev. 2/1/2025

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GENERAL FACILITY USAGE

Westminster Presbyterian Church (WPC) extends the use of its facilities to members and outside groups for non-profit use to serve the community when facilities are not being used for WPC program activities. This policy covers the procedures to be utilized to request the use of WPC facilities. All usage shall not conflict with established norms of religion, morality, and ethics, and shall exclude political and/or commercial (for-profit) purposes.

Forms and procedures are provided for requesting facility use:

- By outside persons, groups or organizations
- By a Long-Term Usage Agreement
- For Weddings

All requests should be made through the WPC Office Manager. The Office Manager will provide the appropriate procedure and form to the requesting party.

PROCEDURES & APPROVALS

All facilities usage requests must be submitted to the WPC Office Manager. The Office Manager will check the WPC master calendar to see if there are any schedule conflicts. If there are no schedule conflicts, the Office Manager will send out the request for approval (see approval procedure below). Once approved, the facilities usage will be added to the WPC calendar and the Responsible Individual will be notified by the Office Manager.

SCHEDULING: Facilities Usage Requests are handled on a first-come, first-served basis and will not be entered into our WPC master schedule until all paperwork has been submitted and approved, and all fees have been received. Please contact the church office prior to submitting the Facilities Usage Request to check that the requested rooms are available on the requested dates.

CANCELLATION: Facilities' use must be canceled in writing at least three working days prior to the date of use. Office hours are 9 AM – 12 PM and 1 – 5 PM, Tuesday through Friday. Cancellation fees may be imposed at the church's discretion and deducted from deposits.

MODIFICATIONS: Any changes or modifications that alter the usage date, time, rooms, or purpose of the use of an already approved Facilities Usage Request must be submitted as a modification request by resubmitting another Facility Usage Request form for approval.

RECURRING MEETINGS: If the facilities use will be of a recurring or periodic nature, the Responsible Individual must specify the recurrence pattern (weekly, monthly, etc) and the date range for the request. All recurring meetings will automatically expire at the end of each year. The Responsible Individual is required to submit a new Facilities Usage Request to renew a recurring meeting.

SCHEDULE CONFLICTS: If there are schedule conflicts, it is the responsibility of the requestor to change their request or negotiate with the stakeholders of the previously scheduled use. Any changes must be communicated to the Office Manager.

- If a WPC Event has an unresolved schedule conflict with a meeting previously scheduled by an Outside Group or Long-Term Usage Agreement, the WPC Event takes priority.
- If an unresolved schedule conflict occurs between a Long-Term Usage Agreement and an Outside User Group, the Long-Term Usage Agreement takes priority.
- The Responsible Individual for the WPC Event or Long-Term Contract holder must contact the Responsible Individual of the previously scheduled use as soon as practical.

Nearly every church room is busy on Sunday mornings. Any proposed change in the use of any room on Sunday morning requires the approval of all stakeholders.

- **APPROVALS:** Facility use requested by Outside Groups for all rooms, other than the Sanctuary, requires approval by the Facilities Committee Chairperson, or Facilities Committee Session Liaison. Facility Use or Storage Request by Long Term Users requires Session approval.
- Sleepovers or events involving youth scheduled by outside groups require approval by Session. Approval by Session needs to be recorded in the Session Minutes.
- Sanctuary use by all non-WPC Leadership shall require the advance approval of the WPC Session.
- Urgent requests for use of the Sanctuary may be approved by the Pastor if there are no schedule conflicts. The Pastor should notify the Facilities Committee chairperson and Session of any expedited approvals as soon as practical.
- All other Facilities Usage Requests may be approved by the Facilities Committee Chairperson and/or Session Liaison directly without Session approval. If the Facilities Committee Chairperson has concerns regarding the proposed usage, he/she should refer the usage request to Session for approval.

TIMEFRAMES: Session meets monthly, so routine approvals that require Session approval can take 4 to 6 weeks.

CARTS: Any carts brought into the building, or used within the building, must be no wider than 28 inches, when fully loaded, at their widest part. Carts wider than 28 inches cause significant door damage and are not allowed.

ACCIDENTS & INJURIES: Any accidents, injuries, or property damage must be reported as soon as possible to the church office using the WPC Incident Report Form by the Responsible Individual. The WPC Incident Report Forms are in the Church Safety Notebook located in the Copier room. If the church office is closed, contact the church Safety Manager as described in the Church Safety Notebook as soon as the office is open.

CANDLES & FIRE: The use of candles and other sources of fire or heat (barbecues, hibachis, lanterns, etc.) are not allowed. Should candles be required for liturgical events, prior approval of the Worship Committee or Pastor is required.

GENERAL CONDITIONS: The Responsible Individual may not sublet, grant, or assign use of the facilities to any other group. Responsible Individual is responsible for actions of guests and/or contractors, such as caterers and musicians. The Responsible Individual is responsible for activities regarding noise, disturbance of the peace, etc. that are not compatible with a residential neighborhood. The facility must be secured and vacated by 11:00 pm, except for approved sleepovers. No illegal activities are allowed. **There will be no possession or consumption of alcoholic beverages, controlled substances, or vaping or smoking of any materials on the grounds or premises.**

Altering, moving or removing any existing furnishings requires pre-approval. All decorations, displays, exhibits and special equipment brought in by the user must be free standing, not attached to walls, furniture, or existing fixtures. Tack, tape and clamping marks will be considered damage and fees will be levied for repair. All decorations must be removed from the premises immediately after the use of the facility.

DEFINITIONS

CLASSROOMS & CONFERENCE ROOM: Includes Classrooms #2 through #6, Conference Room, Youth Room, and Nursery.

EVENT CUSTODIAN: The services of the Event Custodian or designee are required for all events held at Westminster Presbyterian Church. All furnishings which need to be moved will be done by the Event Custodian or designee, as well as all adjustments to lighting and heating. The Event Custodian shall advise the Bookkeeper of any damage or excessive cleaning that warrants charge against the Damage Deposit for such events.

FEES & DEPOSITS: Fees (see General Use Fee Schedule) are due and payable upon approval of the facilities usage request and must be delivered to the Church office during normal office hours. Fees are established to cover the costs of personnel, utilities, cleanup, supplies and general maintenance associated with facilities use. The damage deposit is due at the same time as other fees and will be returned after final inspection of facilities.

FELLOWSHIP HALL: The Sanctuary Building basement hall. The Fellowship Hall is not considered a private space as it is also a corridor to other areas of the building. Storage spaces, furnace room, and organ compressor room are off limits for general use.

KITCHEN: The kitchen is in the Sanctuary Building adjacent to the Fellowship Hall. The kitchen may be rented in addition to the Fellowship Hall.

- Minimum Usage – This is for beverage service and use of refrigeration for this purpose only.
- Full Usage – This is full usage of the kitchen area for meal prep, catering services or any time food is consumed in the Fellowship Hall. Please see Kitchen and Food Handling for additional information.

KITCHEN USE MANAGER: WPC individual responsible for the kitchen area and a representative to the Skagit County Health Department.

LONG TERM USAGE AGREEMENT: A group or Organization who enters into a binding contract with WPC Session for long term use.

NON-POLITICAL: Facilities usage must exclude political purposes.

NON-PROFIT: All facilities' use must be of a strictly non-profit nature. Church facilities may not be used for commercial purposes – including meetings or events or other church use by for-profit organizations. Church members, Groups and/or Individuals may not use church facilities for any for-profit use. Donations, offerings, sales, bartering, or other exchange of money, goods or services, are not allowed unless the organization is a registered 501(c)3 non-profit organization. In this case, a copy of the organization's active 501(c)3 documentation is required along with the Facilities Usage Request.

OUTSIDE GROUP: An organization or group other than WPC.

RECURRING GROUPS: Outside groups, individuals, or WPC Members who have requested and hold ongoing meetings at the church.

RESPONSIBLE INDIVIDUAL: The person requesting the use of WPC facilities, who is responsible for the facilities' use and activity. The Responsible Individual or their designee shall remain on the premises during the period of use and is responsible for setting up, cleaning up, and locking up. The Responsible Individual for an Outside Group is also legally responsible for any damage or claims incurred because of the facilities use.

SANCTUARY: The space used for worship, including the chancel and pews. Use of the Sanctuary requires Session approval. Use of the organ, piano, digital pianos, WPC music instruments or Audio/Visual or Lighting equipment must be pre-approved. Person or persons operating such equipment must have been approved and trained prior to the event. Other than for Communion, food and drink may not be served in the Sanctuary.

SANCTUARY & FELLOWSHIP HALL AUDIO/VISUAL SYSTEMS: The use of the sound system and/or digital projector in the Sanctuary and Fellowship Hall requires prior approval. Non-members and outside groups who would like to use the WPC Audio/Visual equipment are responsible for arranging for and paying the fees for a WPC trained sound technician for their event. WPC Sound Technicians may not always be available.

STORAGE: WPC may provide storage space for Outside User Groups on a contractual basis. Please contact the WPC Office for additional information. Any use of the Discovery House basement storage area should be approved by the Facilities Chairperson. Items stored by church Committees should be confined to their designated storage area. All items should be stored in a neat and accessible manner. Pathways to doors, adjacent storage areas, or walkways should not be blocked. Flammable items such as gasoline, paint thinner, oil-based paints or similar products should not be stored anywhere in the building.

SESSION: The governing body of Westminster Presbyterian Church. The Session typically meets monthly on the third Thursday of the month. All facilities usage requests to use the Sanctuary, and requests that involve serving Communion, must be approved by Session. Approval will be entered into the Session minutes.

TRANSEPT ROOM: The Transept Room is located immediately east of the Chancel. There is also little sound insulation between this room and the Sanctuary and the Kitchen below. This needs to be considered prior to requesting use at times when the Sanctuary or Kitchen is in use.

WPC COMMITTEE: A Committee approved by The WPC Session with a Session appointed Chairperson and an Elder Representative.

WPC EVENT: An approved church worship service, meeting, class, event or other church use that is organized and executed by WPC Leadership.

WPC LEADERSHIP: Individuals, acting on behalf of WPC, who are either WPC Session members, Committee Chairpersons, the church Pastor, or staff persons reporting directly to the Pastor.

WPC MEMBER: A person who is listed on the Church rolls as an active member, an inactive member, or regular attendee.

YOUTH ROOM: The Youth Room is the room located directly adjacent to the south of Fellowship Hall. There is little sound insulation between this room and Fellowship Hall.

WEDDINGS: Refer to the WPC Office for additional information.

KITCHEN & FOOD HANDLING

KITCHEN: Kitchen is an area attached to Fellowship Hall. Use of the automatic dishwasher, oven, microwave oven, coffee makers, church dishes and church cooking utensils require prior approval and training by the Facilities Chairperson or Kitchen Use Manager or designee.

FOOD HANDLING: Preparation, storage, and serving of food and disposal of waste will be in accordance with state and county health requirements and regulations. Information can be obtained from the Skagit County Health Department (Phone: 360.336.9380). The Skagit County Health Department requires that a Temporary Food Service Permit be obtained in advance of any event where food will be prepared for, or served to, the general public (non-WPC event). The Responsible Individual will obtain all required permits.

If the general public (non-WPC members) will attend the event:

- The WPC Kitchen may not be used for food preparation or reheating food unless a Temporary Food Service Permit is obtained in advance.
- Serving food prepared in an unlicensed kitchen is not allowed.
- Potlucks are not allowed.
- A Food Service Permit is not required if a licensed caterer prepares the food in a licensed kitchen and caters for the meal.
- A Food Service Permit is not required if the food items served are packaged, store bought items that require no additional preparation or cooking.

If the event will be primarily attended by WPC church members and their families:

- No permit is required for catered events.
- No permit is required for events where food will be prepared or reheated on-site – subject to the Responsible Individual following the food safety requirements of the “WPC Kitchen Use Manager”.
- No permit is required for potlucks – subject to the Responsible Individual following the food safety requirements of the “WPC Kitchen Use Manager.”

CLEAN UP & LOCK UP

CLEAN UP: The Responsible Individual will leave the facilities as clean and neat as they found them, turning off any equipment utilized, and return heat and lights to their normal position. The clean-up shall include sweeping, mopping, and vacuuming. All tables and kitchen counters, etc. will be wiped clean and garbage removed from premises. If necessary, the Event Custodian or designee will unlock and lock the facilities and make a final inspection with the Responsible Individual after the event is completed. Any damage or additional cleaning required will be reported to the Treasurer for charging against the damage deposit.

WPC KEYS: If your event(s) necessitate the use of a WPC key(s), check one out from the Office Manager Tuesday-Friday from 9 am–12 pm, and 1–5 pm. Keys are sequentially numbered for tracking purposes and specifically issued to the Responsible Individual.

LOCK UP: The Responsible Individual must confirm that any doors used are closed and locked when leaving. If the event is held during hours when the church office is closed, the Responsible Individual needs to check that **all** exterior doors are closed and locked.

EVENTS INVOLVING CHILDREN

CHILDREN: Persons under the age of 18 years.

EVENTS INVOLVING CHILDREN: Church sponsored events where children will be in attendance must conform to WPC's Child Abuse Prevention Policy (CAPP). Outside Groups hosting events involving children will be issued a copy of WPC's CAPP and are encouraged to adhere to this or a comparable standard for child abuse prevention. WPC is not responsible for following up to assure that these Outside Groups do indeed adhere to this or a comparable policy. Facilities use by Outside Groups involving children should provide a current "Certificate of Liability Insurance" of at least \$1,000,000 and should have their insurance company send a letter to the church stating that Westminster Presbyterian Church as an additional "named insured" prior to the event. This is especially important for sleepovers and recurring events where children are in attendance.

MOVIES: Movies of "G" or "PG" ratings may be shown. Movies with a rating of PG13 or higher require prior approval by Session. All movies shown should conform with established Christian morals. Movies shown to children must be appropriate for the age(s) of the children and may require the approval of the parent(s) or guardian(s) when deemed necessary.

APPROPRIATE USE: The church facilities are not designed to provide a safe environment for any activities involving running, racing, use of wheeled sports equipment, acrobatics, horseplay, etc. These, and similar activities, are not allowed inside the church building. Except for supervised games and activities, these activities are also not allowed on church grounds. Loud activities or events must be scheduled so as not to impact on other church usage in adjacent church areas.

GENERAL USE FEE SCHEDULE

The following fees apply for general facilities use. For Weddings and long-term contracts, please refer to the WPC Office for additional information. The fees noted below cover WPC's costs for personnel, utilities, cleaning, supplies, and maintenance.

These fees apply to outside groups and organizations. Fees do not apply for approved church activities by WPC Committees or WPC Leadership.

The session reserves the right to charge additional fees if the cleaning and maintenance costs associated with the requested use are excessive.

Room Rental Rate*

Classroom: \$35 for up to 3 Hours

Transept Room \$50 for up to 3 Hours

Fellowship Hall / No Kitchen \$120 for up to 4 Hours

Fellowship Hall / Minimum Kitchen use \$160 for up to 4 Hours

Fellowship Hall / Full Kitchen use \$220 for up to 4 Hours

Sanctuary \$220 for up to 4 Hours

Sanctuary / Overflow / with Sound and Lighting \$300 for up to 4 Hours

Storage Rental Rate

\$1.50 / Square Foot per Month (5 foot by 5 foot minimum)

Damage Deposit**

Fellowship Hall \$100 to be returned after event if no damage or cleaning is required

Kitchen Use \$150 to be returned after the event if no damage or cleaning is required

Sanctuary Use \$200 to be returned after the event if no damage or cleaning is required

*If setup of tables and chairs is requested, the Event Custodian fees of \$30/Hour also apply for the time needed to set up and then reconfigure after the event.

**Damage Deposit may be rolled over for reoccurring meetings

With Sessions approval exceptions to the Fee Structure to include:

Support Groups (to include 12 step programs)	100% discount – donation accepted
WPC Member Family Celebratory Events (ie: Anniversary celebrations, Graduation Celebration, Retirement Celebrations, etc) (Does not include regular scheduled member sponsored meetings)	25% discount

WPC LEADERSHIP SCHEDULING & USAGE

Other than routine services, WPC Leadership should schedule all facilities usage requests with the

Office Manager to avoid schedule conflicts. This includes usage of meeting rooms, Sanctuary, Fellowship Hall, Transept Room, Youth Room, or other WPC facilities. The Office Manager will then check for schedule conflicts. Any conflicts should be worked out by direct communication between the parties involved.

Facilities requests should be made well in advance of the requested use. It is recommended to provide at least 3 months' notice prior to the scheduled use for major events and two weeks' notice for all other uses. Requests should be made in writing or by email to the Office Manager, and should include the following information: date(s), time, room(s), usage, number of people, and any special requests for setting up, cleanup, etc.

If special requests are involved, the Facilities Chairperson should be copied on the facilities request. Other committee chairpersons or WPC Leaders who are involved or affected by the request should also be copied on the request.

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☐ 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 Needed: _____

(Requires WPC approved & trained Sound Technician, Subject to the Tech's Availability)

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: _____