



# Westminster Presbyterian Church

1500 Scio Church Rd., Ann Arbor, MI 48103

(734) 761-9320 • Fax (734) 761-9159

## Building and Facilities Use Application

Name of Organization: \_\_\_\_\_

Authorized representative of organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone contact: \_\_\_\_\_ Email: \_\_\_\_\_ 2nd contact name and phone: \_\_\_\_\_

Brief description of organization and mission: \_\_\_\_\_

\_\_\_\_\_

**Date** of event, **Day** of the week, and **Time** of event: \_\_\_\_\_

Time you will arrive: \_\_\_\_\_ Time you will leave the building, after cleanup: \_\_\_\_\_

Area requested (circle one): Sanctuary Kitchen Fellowship Hall Classrooms (how many?) \_\_\_\_\_

Number of people: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Set-up required?\* If yes, what? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Our custodian will be responsible for set-up and take-down to insure proper use/storage of equipment.

Equipment usage requests (circle): TV/VCR Electronic Piano

Tables/Chairs Sound system (Fellowship Hall only)

Additional notes/requests: \_\_\_\_\_

\_\_\_\_\_

### Regulations Regarding Building and Facilities Use

1. WPC Session or its representatives will have access to all rooms in the building at all times. Use will be limited to purposes and the areas specified in the approved application, so that use of other areas in the building may be scheduled at the same time
2. WPC reserves the first claim to the use of its own building and facilities for WPC and WPC member purposes and other parties may be cancelled. Cancellations may be on short notice. All use applications are approved with this understanding. No application will be approved for a period greater than six months.
3. Reassignment or sublet to any individual, group or organization by the individual, group or organization who has secured use of the building and facilities is prohibited.
4. No alcoholic beverages or controlled substances are allowed in the building or on the parking lot and grounds.
5. No smoking is allowed in any part of the building.

6. The building and facilities must be left in the condition in which they were found, subject to other arrangements with the Custodian and Office Manager. The Sanctuary piano shall not be moved within or from the Sanctuary without approval of the Music Director. Neither the Sanctuary piano or organ will be used without approval of the Music Director. No church equipment is to be removed from the building. There is to be no personal use of WPC office equipment and no long distance telephone calls are to be made. Table and chair arrangements are to be determined and approved well in advance of their use.
7. Kitchen use is restricted to preparation of beverages and to serving of prepared foods. After kitchen use, supplies and washed dishes and silverware are to be put away and counters are to be wiped and floors swept so kitchen is left neat and clean. There shall be no use of the stove and oven unless use is approved in the application.
8. No activity shall be permitted in which open flames are used. All local and state fire and safety regulations will be followed.
9. Use of church school classrooms must be approved by the Christian Education Committee or its designated representative and Office Manager. Children must be supervised at all times, with at least two adults for each eight minors (under 18 years). Leaders or parents are responsible for putting away toys and games and for clean-up.
10. Use of Nursery must be approved by the Director of Children's Ministries. Children must be supervised at all times. Leaders or parents are responsible for putting away toys and games and for clean-up. Diaper pails must be emptied and bags tied.
11. Building and facilities users will refrain from any conduct which might disturb other users of the building or the neighbors. Arrangements must be made with the Office Manager regarding building entry and lock-up. All use of the WPC building and facilities must be concluded in time for all attendees to be out of the building by 10:30 PM.
12. On application approval, a deposit equal to one-half the fee must be paid to WPC before reservation is confirmed. Remainder of fee must be paid in full at least one week prior to date of event. WPC reserves the right to cancel reservation if fee is not paid; any deposit received will be returned to applicant provided no losses or costs were incurred by WPC.
13. WPC assumes no responsibility for the use of the building and facilities by the user and has no liability to the user for such use. User further agrees to indemnify and hold WPC harmless from all third-party claims, liability or damages arising out of such use.
14. All for-profit groups and some select non-profit organizations must provide a certificate of insurance naming WPC as an insured party with general liability coverage equal to \$1,000,000. Such users further agree to be responsible for all loss or damages to the building, facilities or equipment from their use, other than reasonable wear and tear.
15. All church and non-church events are posted to our website for help in determining space availability.

NOTE: There is no air conditioning in the Fellowship Hall.

**Statement of Responsibility**

I (we) agree to the above WPC Building and Facilities Use Regulations. I (we) will be jointly and severally responsible for compliance. I consent to be the contact person for the above-requested building and facilities use.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Property Committee Approval** \_\_\_\_\_  
(signature)

**Fee** \_\_\_\_\_