



# WPC Building Use Form

Name of Individual/Organization/Name of Event \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact responsible for clean up \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_

Date Requested \_\_\_\_\_

Time Requested From \_\_\_\_\_ To \_\_\_\_\_

I am/we are requesting the use of the above named facilities of Westminster Presbyterian Church. I/we have read and agree to the Guidelines for Use of Church Facilities and I/we agree to abide by the policies of the church regarding the use of these facilities. I understand that the final decision for approval rests with the Business Affairs Committee.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ROOMS AVAILABLE DAILY FEES

Sanctuary	\$ 175
Lounge & Kitchenette	75
Fellowship Hall & Kitchen <i>(max 75 people)</i>	175
Family Life Center: <i>(max 200 people)</i> <i>Entitles to 7 hours</i>	375
Library	45
West Conference Room	45
East/West Parking Lots	150

Rental allows use of rooms for a limited number of hours. Other arrangements can be made for an additional \$25 an hour for times and dates not part of the agreement. All events must be done by 10:00 PM.

\$ \_\_\_\_\_  
**Total Fees payable to WPC**

## FEES

The fees shown are for private use or for community groups. Fees are due at time of approval. Not-for-profit requests for alternative arrangements will gladly be considered by the Business Affairs Committee. **There is no charge for room usage to active church members or church sponsored groups but donations are appreciated.** There will be no charge for the Sanctuary, Fellowship Hall or Family Life Center rooms for immediate family weddings or church families' funerals. Additional charges may be incurred for sound/audio visual.

I agree to pay \$\_\_\_\_\_ for the rental of the facilities.  
Half due upon approval, balance due one week before event.

**Custodial Fees** Payable to **John Post**  
Fellowship Hall \$75  
FLC \$75, over 100 people \$100

Signature \_\_\_\_\_

When renting the FLC, you must present a Certificate of Liability Insurance making Westminster Presbyterian as an additional insured. If you are a homeowner renting for a social event you need to supply Homeowners Certificate of Liability making Westminster Presbyterian as an additional insured. Liability Certificate is due at the time of approval and payment.

Signature \_\_\_\_\_

