

WESTMINSTER PRESBYTERIAN CHURCH, OKC

Facility Usage for WPC

FACILITY USE REQUESTS: When use is authorized, groups will conform to Christian standards of decorum and activity. Reimbursement for use of the facilities for functions not directly related to the ministries of the church will be on a cost basis. A listing of the fees associated with the use of the facilities for weddings is outlined in our Wedding Policy. Prior approval of a request will not constitute precedent for future approval of same or similar requests.

In support of this use policy, the following procedures will be utilized:

Church Programs and Ministries Events

- Use of the church facilities for regular church ministry activities will be arranged through the Calendar Coordinator. Requests for calendaring will be made by completing an Activity Request form (available at the Receptionist's desk). When approved by one of the following staff; Senior Pastor, Director of Business Administration, Facility Manager, or designated staff person; the event will be added to the church calendar.
- Should the event be requested and approved for a time other than normal business hours, the facilities will be opened, made ready, and closed by Westminster Presbyterian Church staff or designated member approved by one of the following staff; Senior Pastor, Director of Business Administration, Facility Manager, or designated staff person.
- The use of the kitchen facilities or equipment, musical instruments, recreation facilities or equipment, audio/visual equipment, preschool childcare facilities shall be arranged for and under the supervision of persons responsible for those areas of need.
- There will be no fees charged for the use of facilities, grounds, equipment, security, or maintenance for Church Programs or Ministries. However, there may be charges for childcare or food services.
- The requester will be held responsible to prohibit the use of alcohol or tobacco products on or within church property or facilities.
- For members of WPC, there are facility and setup/cleanup fees, if applicable, fees for the multimedia equipment usage (must have staff or staff designated member to run equipment) and for the use of facilities; for example, showers, receptions, birthday and or wedding anniversary celebrations, etc. Church sponsored organizations may, upon approval, use the facilities overnight. However, there is a fee of \$200 for on-site staff or staff-designated member to be present. For current rates, please see attached cost sheet.

Non-Member Groups and Organizations

- The use of the buildings, grounds, or equipment by non-member groups/organizations will be limited to those who are directly supported or hosted by Westminster Presbyterian Church or by a member of WPC.
- Use of the buildings, grounds, or equipment may be made by the completion of a Facilities Use Policy Agreement submitted to the Calendar Coordinator for approval. Approval will be given by one of the following staff; Senior Pastor, Director of Business Administration, Facility Manager, or designated staff person.
- Upon approval, a deposit may be required to be paid by the requesting group or organization. The fee will be due no later than 5 days prior to the event. Part of the deposit that may be refundable can be applied to reimburse facility use, equipment depreciation, utility cost, media personnel and custodial staff.
- For current rates, please see attached cost sheet.
- The requester will be held responsible to prohibit the use of alcohol or tobacco products on or within church property or facilities.
- The use of food service facilities or equipment, musical instruments, recreation facilities or equipment, and audio/visual equipment shall be arranged through and be under the supervision of persons responsible for those areas needed.
- It shall be understood that the cost for repair or replacement due to destruction or damage to church facilities, grounds or equipment that exceeds the amount of the deposit shall be paid to Westminster Presbyterian Church within five (5) working days. It shall further be understood that approval of a requested activity shall not constitute precedent for future requests. Negligent, dangerous or criminal activities are prohibited by WPC and liability of such shall be the sole responsibility of the group or individuals renting the space.

THIS SECTION FOR OFFICE USE ONLY

RDS Group # _____
 Date Completed _____
 Date Voided _____

WESTMINSTER PRESBYTERIAN CHURCH, OKC

Activity Request & Policy for Facilities Use for Individual Membership and Outside Groups

Monthly _____
 Weekly _____
 One Time _____

Name of Group or Activity: _____
 Beginning and Ending Dates: _____
 List all dates you won't meet: _____
 Beginning and Ending Times: _____
 Room Name(s) Requested: _____
 Time you want room available: _____
 Number of people attending: _____
 Contact Person: _____ Contact Phone Number: _____
 Address: _____
 E-Mail Address: _____

Facilities

The Sanctuary accommodates 700
 The Chapel accommodates 125
 The Payne Garden Court accommodates 400
 The Campbell Social Hall accommodates 300
 The Adult Lounge accommodates 50

The Large Multimedia Room accommodates 100
 The Class Rooms generally accommodate 30-70

Business Hours

Monday- Friday 8:00 AM-8:00 PM
 Saturday 8:00 AM-3:00 PM
 Sunday 8:00 AM-4:00 PM

Multimedia Equipment Fees

Security Deposit- \$300/\$150 members
 (\$100 of security deposit is for multimedia equipment use)-
 Remainder is Refundable or applied to rental of room
 After Hours Custodial/Clean-Up Fee- \$25/hr; min 2 hours
 Audio Engineer- \$75/hr- Required if audio/visual equipment is
 provided by the Church.

<u>Room Charges</u>	<u>Non-Members</u>	<u>Members</u>	
Sanctuary	\$400.00	\$200.00	_____
Chapel	\$200.00	\$100.00	_____
Garden Court	\$200.00	\$100.00	_____
Social Hall	\$200.00	\$100.00	_____
Adult Lounge	\$100.00	\$ 50.00	_____
Multimedia Room	\$400.00	\$200.00	_____
Class Rooms	\$ 75.00 each	\$ 40.00 each	_____
	After Hours Custodial/Clean-Up Fee		_____
Fees based on ½ day event	Total Charges		_____
	Deposit Due within 5 days prior to event		_____

A 10% deposit (or a minimum of \$25) is due within 5 days prior to your event. The balance is due on the day of your event. If the event falls on a weekend, the balance is due on the business day prior to your event. Westminster Presbyterian does not furnish linens. There will be no overnight activities unless it is a Church sponsored event and/or ministry. Staff and other adult supervision, approved by Senior Pastor, Director of Business Administration, Facility Manager, or designated staff person, must be on site at all times. No rooms may be occupied unless staff or a staff designated adult will be in the room(s).

Responsibilities

We agree to pay for any damages to the church property incident to such use. We agree to be responsible for any accidents or damage to persons or property. We agree to prohibit the use of alcohol or tobacco products on or within Westminster Presbyterian Church property or facilities. We agree not to use nails, scotch tape or any kind of fastener that will adhere to or mark finished surfaces. We acknowledge that in the event of a scheduling conflict, church activities will take precedence. The church will make every effort to accommodate your needs though it may not be in the original rooms requested.

Signature of Applicant _____ **Date** _____

Authorized Staff Signature _____ **Date** _____

WESTMINSTER PRESBYTERIAN CHURCH, OKC
Multimedia Usage Addendum

Multimedia Room Charge	\$400		
Media Equipment Usage Fee	\$300	Up to \$200 refundable*	*May be applied to room charge
Audio Engineer	\$75/Hr	Required if audio/visual equipment is provided by the Church	
After Hours Custodial Fee	\$25/Hr	Minimum of 2 hours	

A deposit of 10% of the Multimedia Room Charge plus the full Media Equipment Usage Fee is due within 5 days prior to your event. The balance is due on the day of your event. If the event falls on a weekend, the balance is due on the business day prior to your event.

THIS SECTION FOR OFFICE USE ONLY

RDS Group # _____

Date Completed _____

Date Voided _____

WESTMINSTER PRESBYTERIAN CHURCH, OKC

Room Set-Up Request for Outside Groups Individual Membership and Outside Groups

Monthly _____

Weekly _____

One Time _____

Name of Group or Activity: _____

Beginning and Ending Dates: _____

List all dates you won't meet: _____

Beginning and Ending Times: _____

Room Name(s) Requested: _____

Time you want room available: _____

Number of people attending: _____

If you will have food, will food be brought in from outside or will you need kitchen services? _____

If your group needs services provided by the church kitchen, you must contact Chef Marc at least two weeks in advance at 524-2204 ext 242.

What will your group be doing while on the church premises? (i.e. crafts, music, speaker, etc.)

Will you need special equipment?

TV _____ Podium _____ Microphone _____ DVD _____ Screen _____ Chairs _____

Tables: Round (how many?) _____

Rectangular (how many?) _____

Other special requests:

You may use the back of this sheet to make a diagram of how you would like the room set up for your event.

Contact Person: _____ Phone: _____

Today's Date: _____

THIS SECTION FOR OFFICE USE ONLY

RDS Group # _____

Date Completed _____

Date Voided _____

WESTMINSTER PRESBYTERIAN CHURCH

Church and Program Sponsored Events Request

******IF YOU ARE REQUESTING A ROOM FOR AN EVENT THAT IS NOT A CHURCH OR PROGRAM SPONSORED EVENT, PLEASE USE THE ACTIVITY REQUEST & POLICY FOR FACILITIES USE FOR INDIVIDUAL MEMBERSHIP AND OUTSIDE GROUPS******

Monthly _____

Weekly _____

One Time _____

Name of Event or Activity: _____

Beginning and Ending Dates: _____

List all dates you won't meet: _____

Beginning and Ending Times: _____

Room Name(s) Requested: _____

Time you want room available: _____

Number of people attending: _____

Information: _____

***NURSERY REQUIRES 24 HOUR CANCELLATION NOTICE**

Nursery Requested? _____ Number of Children: _____

THERE WILL BE NO OVERNIGHT ACTIVITIES UNLESS IT IS A CHURCH SPONSORED EVENT AND/OR MINISTRY. STAFF AND OTHER ADULT SUPERVISION MUST BE ON SITE AT ALL TIMES. NO ROOMS MAY BE OCCUPIED UNLESS STAFF OR A STAFF DESIGNATED ADULT WILL BE IN THE ROOM(S).

PLEASE FILL OUT THE BLUE ROOM SET-UP FORM IN THE ACTIVITIES BOOK AT THE INFORMATION COUNTER.

IF YOU HAVE MATERIALS FOR THE PEW CREW, YOU MUST FILL OUT AN ACTIVITY REQUEST FORM.

IF YOUR GROUP NEEDS SERVICES PROVIDED BY THE CHURCH KITCHEN, YOU MUST CONTACT THEM PRIOR TO REQUESTING YOUR ROOM RESERVATION. Contact: Marc Bishop at 524-2224 x242.

Sponsoring Member/Staff: _____ Phone: _____

Today's Date: _____

THIS SECTION FOR OFFICE USE ONLY

RDS Group # _____

Date Completed _____

Date Voided _____

WESTMINSTER PRESBYTERIAN CHURCH

Room Set Up Form for Church and Program Sponsored Events

Monthly _____

Weekly _____

One Time _____

Name of Event or Activity: _____

Beginning and Ending Dates: _____

List all dates you won't meet: _____

Beginning and Ending Times: _____

Room Name(s) Requested: _____

Time you want room available: _____

Number of people attending: _____

Please check the following items if they will be needed for your event. Please indicate the number needed:

Speaker Podium _____ Microphone _____

VCR _____ TV _____

Screen _____

Chairs (how many) _____

Tables: Round (how many) _____ Rectangular _____

Other (Special request): _____

You may use the back of this page to make a diagram of how you would like the room set up for your event.

Request made by: _____ Phone: _____

Today's Date: _____

If your group needs food services provided by the church kitchen, you must contact them prior to requesting your room reservation. Contact: Marc Bishop at 524-2224 x242.