

POLICIES AND GUIDELINE OF FACILITIES USE
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WESTMINSTER PRESBYTERIAN CHURCH

Celebrating Grace, *Following* Jesus, *Healing* God's World

1. THE POLICY OF OUR CHURCH is to use the Church Facilities to enable us to serve our community in ways that align with the mission and ministry of Westminster. If policies are kept, we will allow people to use the facility to serve God through the hospitality and sharing of our facility.
2. The SECURITY AND MAINTENANCE of the facilities of Westminster Presbyterian Church is supported by the Administrative Council, the Building and Grounds Committee and the Facilities Manager.
3. REQUESTS FOR USE of the Church facilities should be made through the Church Office or by email to info@westpreschurch.org.
4. SPACE AND PROPERTY UTILIZATION will be reviewed annually by the Facilities Manager
5. REGULARLY SCHEDULED MEETINGS, classes, and services of Westminster Presbyterian Church groups will have prior claim to space, facilities, and equipment ordinarily used by them. For other activities requiring a meeting room or other space assignment, a request for such space should be made by contacting the church office so that all assignments may be coordinated and recorded on the Church Calendar.
6. All organizations, groups, or individuals including Westminster members and staff should make requests for space by contacting the church office.
7. All Westminster services and church-sponsored programs and events take space and scheduling priority over special-occasion gatherings. For instance, if an unexpected event, such as a funeral, occurs at the same time as a previously scheduled gathering and the same room scheduled is needed for the unexpected event, the gathering may have to be moved to a different location and/or time. Use of the facility by Westminster affiliated groups shall be on a first come first served basis.
8. THE SANCTUARY and CHAPEL of Westminster Presbyterian Church will be used primarily for religious services. This includes Worship Services, Weddings and Funerals or any other gatherings, which would support the mission and ministry of Westminster. All other gatherings except for worship services must be approved by the Director of Administration or a designated staff member. All AV equipment is to be operated only by trained persons approved by the church. Extra fees may be charged if applicable.
9. CLASSROOMS will be available for use for any appropriate instructional event or meeting that complies with the requirements of this policy.
10. The Fellowship Hall is a multi-purpose space. It is available for receptions, church organization group meetings, and other activities appropriate to the space. The use of the AV equipment must be arranged prior to the scheduled event through the Director of Administration. Extra fees may be charged if applicable for the use of AV equipment.

11. OTHER PROPERTY Church members, authorized by the Facilities Manager, may borrow our tables and chairs. The tables inside the FH are not to be loaned. We have tables available for loan which are kept in a shed. Any borrowed equipment should be signed out and returned to the Facilities Manager. Fees may apply, if applicable, and any damage suffered to borrowed equipment must be reimbursed or the item replaced at the cost of the person borrowing the equipment.

12. In accordance with Westminster Presbyterian Church's Safe Sanctuary Policy, anyone working with children or youth must have completed training and have a signed Safe Sanctuary Plan Commitment from on file. Executive staff must approve any exceptions.

13. Due to our Safety and Security policy, we do not leave the doors to the building unlocked. When using the building a person should be designated from the meeting/group to remain at the door. This person is responsible for opening the door for attendees. Do not keep any door open as notifications will be sent to the Facility Manager. We have an HVAC system electronically controlling the temperature which makes it difficult to maintain with open doors. The locking of doors ensures the safety of all who may be in different areas of the building.

14. USE OF CHURCH FACILITIES by outside groups will be limited to non-profit organizations, groups approved by Senior Minister, meetings sponsored by a Westminster Presbyterian Church committee, or organizations or groups whose mission aligns with the mission and ministry of the church. Proof of liability insurance may be requested.

15. The client shall hold harmless WPC and be responsible for any losses or injuries arising because of the use of the premises or which is the result of negligence or other intentional wrongful acts or conduct of client, its employees, agents, or invitees. This agreement includes the obligation to indemnify and hold WPC harmless for any such claims including the cost of defending such claims.

16. The Activity Fee will be the deposit for the gathering request. The fee covers heating and air-conditioning, electricity, water, current furnishings, accessibility of lighting, and access to a key fob to be used for entrance to the building. Removal of trash is the responsibility of the group using the facility.

17. The space should be returned to the same condition and configuration it was prior to the gathering. You will find a picture on the wall of the classrooms to show the setup configuration. Any damage to the room, including spills on furniture, carpet, or walls, is the responsibility of the user. Necessary repairs will be made by WPC and billed to the user. This does not include the use of Audio/Visual or Sound Equipment.

18. There will be no smoking in any church building and no use of any alcoholic beverages on the church property or parking lot at any time.

19. There is a \$25 fee for issuing a key fob for ongoing events. For a one-time event, a fully refundable deposit of \$25 is required.

Fee Schedule Based on Needs: Rates are for 3 hours of use. Additional rates apply for each additional hour of use.

Sanctuary:	\$150	Kitchen with Licensed Caterer:	\$100
Chapel:	\$100	Full Kitchen Use:	\$150
Fellowship Hall:	\$100	AV Tech:	\$50 / hr.
Classrooms:	\$50	Custodial Fee:	\$50 /\$100
Nursery:	\$50	Set Up Fees:	\$3 per Table, \$.50 cents per Chair