



Westminster Presbyterian Church
1500 Scio Church Rd., Ann Arbor, MI 48103
(734) 761-9320 · Fax (734) 761-9159

Building and Facilities Use Application for Weddings

Name of Bride and Groom: _____

Complete mailing address of contact: _____

Phone(s): _____ Email: _____ 2nd contact name & phone: _____

Wedding Only or Wedding and Reception? _____

Date of event, **Day** of the week, and **Time** of wedding and/or reception: _____

Time you will arrive: _____ Time you will leave the building, after cleanup: _____

Area requested (circle one): Sanctuary Fellowship Hall Kitchen

Number expected for wedding: _____ Number expected for reception: _____

Set-up required for wedding reception? * If yes, what? _____

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

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. 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.
3. No alcoholic beverages or controlled substances are allowed in the building or on the parking lot and grounds.
4. No smoking is allowed in any part of the building.
5. 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.
6. The Sanctuary piano shall not be moved within or from the Sanctuary without approval of the Music Director. The organ shall not be moved. No church equipment is to be removed from the building.
7. There is to be no personal use of WPC office equipment and no long distance telephone calls are to be made.
8. Table and chair arrangements for wedding reception are to be determined and approved well in advance of their use.

9. 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. Garbage to be taken to dumpster in back of building. There shall be no use of the stove and oven unless use is approved in the application.
10. No activity shall be permitted in which open flames are used. All local and state fire and safety regulations will be followed.
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 and Wedding Site Coordinator 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 p.m.
12. On application approval, a security damage deposit fee of \$100. must be paid to WPC before reservation is confirmed. Remainder of wedding fees must be paid in full at least two weeks prior to date of wedding. WPC reserves the right to cancel reservation if fees are not paid. Security damage deposit received will be returned to applicant within one to two weeks following the wedding, 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.

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 _____ Date _____

Total Fees Due _____ Total Fees Paid _____ Date Paid _____

Damage to property noted by Wedding Site Coordinator? _____ Explain: _____

Deposit Returned on _____ (date)