

Westminster Presbyterian Church

Building and Facilities Use Policy

A. INTRODUCTION

The building and facilities of Westminster Presbyterian Church (WPC) are dedicated to God as expressed in the WPC vision and mission statement. The building and facilities are primarily for the use of WPC programs and activities. In addition, the facilities are used by organizations, groups and individuals on a rental basis.

B. BUILDING RENTAL

The building and facilities may be used on a rental basis by various organizations, groups and individuals, subject to case by case review by the Facility Care Ministry Team or its designated representative. WPC shall retain access to all parts of the building.

Expectations of renters are to a) be considerate of the facilities, b) be respectful of the Christian faith, c) be timely in payment, and d) avoid disturbance to the neighborhood. Groups are not vetted based on doctrine or philosophy. Groups may include secular organizations, faith-based groups in various faith traditions, community groups, non-profits, or individuals.

Most routine building rentals will be administered by the Facility Care Ministry Team or its designated representative and the Facilities Manager. The following building uses are considered non-routine and must be approved by the Pastor and/or Session.

- Weddings, funerals, memorial services, and interments, which are considered a service of worship and are under the discretion/approval of the Pastor (refer to policies for weddings and funerals);
- “Nested” faith communities that use Westminster as their primary worship location, specifically intend to use the sanctuary, be affiliated on a long term basis, intend to outreach and grow their community, and whose operation may not be clearly distinguishable from WPC’s worship and faith activities. Relationships of this type must be approved by Session and the Pastor. In some cases, approval of Presbytery may also be required.

Rental agreements will not be made for greater than a 12-month period of time, generally associated with the WPC fiscal year. The intent of this limit on duration is for WPC to retain programming flexibility for the use of the building. Any longer term agreements and/or exclusive use of the building must be approved by Session. WPC may provide space for longer term rental groups to store their belongings. Space for storage is not guaranteed and WPC assumes no responsibility for stored belongings.

Kitchen rental is restricted by Washtenaw County Department of Health licensing to those with a serve-safe certification. Prepared food may be brought in and coffee may be brewed by those that are not so certified. Use of church dishes also requires certification so this is restricted.

C. BUILDING USE PRIORITIES

WPC has several established relationships with external organization. Uno Dos Tres Preschool is an organization with which the church has a formal lease. Some portions of the building are designated for their exclusive use. Other longer term renters include groups that provide home schooling activities, musical lessons, recitals, support groups and cooking classes.

The order of priority for scheduling use of the building and facilities will be:

- (1) WPC Sunday worship programs
- (2) WPC Worship Center programs (Room 43a is exclusively used for worship centers and will not be rented).
- (3) UDT leased space
- (4) WPC established, recurring programs (e.g. Wednesday night dinner, youth programs)
- (5) WPC recurring group meetings
- (6) Established rental groups
- (7) WPC one-time activities
- (8) Rental one-time activities

The Facilities Manager will make every effort to accommodate groups. WPC activities that are established or scheduled in a timely manner will receive the most preferential treatment.

Commitments to groups and approved rentals are generally binding once made and not modified to accommodate church activities. WPC will retain a right to cancel, but this clause in the building rental agreement is viewed as for emergency use only and not for convenience.

D. SCHEDULING BUILDING AND FACILITIES USE

The following procedure will be used in scheduling building and facilities use:

- (1) The Facilities Manager will be notified of any WPC intended uses including recurring and one time activities to reserve specific spaces, dates and durations.
- (2) Forms to apply for rental use of the WPC building and facilities may be obtained from the Facilities Manager or from the web site.
- (3) The Facility Care Ministry Team or its designated representative will review all applications for use and approve, provisionally approve or deny use. Provisional approval may allow the use if space, time, insurance or other requirements are met that may differ from the original application.
- (4) The Facilities Manager will notify the applicant of the acceptance approval, provisional approval or denial of use. If rental proceeds, the Facilities Manager will coordinate the use, confirming the rental fees expected. Keys will not be provided until forms are complete, insurance certificates (if applicable) are provided, and after applicable deposits or prepayments have been made. The Bookkeeper will invoice as needed for rental balances and for established renters.

E. RENTAL RATES AND USE APPLICATION

The Session will establish fee schedules for use of the building. These fee schedules will differentiate between non-profit, for profit/individual and member/staff activities. Rental rates will be reviewed annually for the next fiscal year, but not necessarily increased. Any rental agreement with deposit prior to rate changes will be grandfathered in at the rate at the time of the application.

The Facility Care Ministry Team or its designated representative and the Facilities Manager have the authority to adjust rental rates within reason for individual rentals. Some groups may be granted very favorable rental rates as part of the mission of WPC. These groups shall be affirmed by the Session on an annual basis.

All use of the building and facilities will be in accordance with the Facility Use Regulations, which are included as part of the rental application form.

F. BUILDING AND EQUIPMENT USE BY MEMBERS

Westminster members may rent the facility under the same terms as external renters. Members may borrow tables and chairs at no charge if available and pre-approved by the Facility Care Ministry Team or its designated representative and/or the Facilities Manager.