

Facilities Usage Application (non-wedding) and Regulations

Westminster Presbyterian Church, 1500 Scio Church Road, Ann Arbor, MI 48103

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Check website calendar to determine space availability

TO BE COMPLETED BY CHURCH STAFF
(see attached rental fees worksheet)

Name of event		Date	
Describe Organization or mission & purpose of event		Security Deposit	\$
		Key Deposit	\$
		Rental Fee	\$
		Paid	\$
Day of event		Month & date of event	# of people expected
Arrival time (for set-up)		Departure time (after cleanup)*	
*If reserved hours are exceeded, additional hourly rates will be deducted from security deposit.			
Type of organization		Tax ID# <i>If a 501 (c)(3)</i>	
Name of responsible person			
Address		City, state, zip	
Contact Phone		Email Address	
Second contact name			
Contact Phone		Email Address	
Area(s) Requested:	Air conditioned:	<input type="checkbox"/> Sanctuary (seats 220)	<input type="checkbox"/> Kitchen
	Not air conditioned:	<input type="checkbox"/> Fellowship Hall (seats 200)	<input type="checkbox"/> Classroom(s); how many? _____
Renter may not use rooms not requested, even if facility is otherwise not in use. Non-compliance may result in additional room charges and loss of security deposit.			
What set-ups and for which rooms are needed? (See fee chart for set-up fees):			
Equipment needed: (Enter needed qty)	_____ Easel	_____ TV	_____ Electronic Piano
Additional charges for:	_____ Sanctuary Piano	_____ Sanctuary sound system	_____ Fellowship Hall sound system
		_____ Coffee system	

Facilities Usage Regulations, Westminster Presbyterian Church

Westminster is blessed with the ability to provide welcoming space to our community for a rental fee. The following regulations identify expectations and requirements for use.

Coordination and Fees

- The refundable security deposit of \$_____ and key deposit of \$15 (if needed) are due with the application. Deposit is refunded based on condition of rented spaces after cleanup of event and return of church key
- For non-recurring (one-time) event: Upon approval of application, one-half the rental fee must be paid to Westminster before reservation is confirmed. Balance of rental fee must be paid in full two weeks prior to date of event.
- For recurring (weekly/monthly) rentals: Rent is due in advance on the first of each month.
- In the event that the responsible person signing this application requests cancellation of the event, all pre-paid monies will be returned to the applicant if no losses or costs were incurred by Westminster.
- If deemed necessary by Westminster due to initially unforeseen circumstances, Westminster may cancel the event on short notice and will make every effort to reschedule. If reschedule is not possible, all paid deposits and fees will be refunded. All Facilities Usage applications are approved with this understanding. Westminster will only cancel events in the case of extreme emergency (building problem, public health emergency, etc.).
- _____ If checked, User will add Westminster to its liability insurance coverage as an additional named insured in an amount of not less than \$1,000,000 and provide to the church office.
- Groups not associated with WPC who use the WPC facility shall certify that they have their own youth safety policy in place, and the volunteers and staff working for said outside organization shall be bound by that policy while working for them. This certification shall be received by WPC when the contract for use of the church facilities is signed.
- The User indemnifies and holds Westminster harmless from any and all third-party claims, liabilities or damages arising out of the use of the WPC facility by itself, or by its members, volunteers, staff, guests, or invitees.
- Westminster assumes no responsibility for loss or damage to property of renters. Any provision of storage space for renter use is on a space available basis and at the risk of the renter.
- Reassignment or sublet to any individual, group or organization by the responsible person, group or organization that has secured use of the facilities in this application is prohibited.
- Arrangements must be made with the Facilities Manager regarding building entry and lock up.

Set Up

- Table and chair arrangements are to be identified well in advance of their use if room setup is included in the rental. For the fellowship hall, see separate staging “map” table and chair set up sheet.

General Use of Building

- In the event that Westminster has identified temporary specific protocols for building use (e.g., safety protocols associated with COVID), renters shall follow these protocols.
- Renter may not use rooms not requested, even if facility is otherwise not in use. Non-compliance may result in additional room charges and loss of security deposit.
- No alcoholic beverages or controlled substances are allowed in the building or areas adjacent to the building entrances.
- No firearms or weapons are allowed in the building or on the parking lot and grounds.

- No activity shall be permitted in which open flames are used. All local and state fire and safety regulations will be followed.
- Children must be supervised at all times. Parents and / or caregivers are responsible for cleaning up after their children.
- Facilities users will refrain from any conduct that might disturb other users of the building or the neighbors.

Kitchen Use

- Kitchen use is restricted to preparation of beverages and to serving of prepared foods. After kitchen use, supplies are to be put away, counters are to be wiped down and floors swept so kitchen is left neat and clean. Use of kitchen dishes is specifically prohibited unless the use is preapproved.
- The warming oven, ice machine and refrigerator may be used. There shall be no use of the stove, oven, dishwasher, or freezer.
- Use of the coffee maker requires advance notice. Fees apply according to the fee schedule.
- All food related trash must be bagged and put in the dumpster.

Use of Equipment

- The sanctuary piano will not be relocated within or from the sanctuary without approval of the Music Director. Minor repositioning of the piano is acceptable. The use of the sanctuary piano and/or the organ require preapproval and additional rental fees.
- No church equipment is to be removed from the building.
- There is to be no use of Westminster office equipment.

Clean Up

- The building and facilities must be left in the condition in which they were found, subject to other arrangements in writing with the Facilities Manager.
- Any trash that may generate odor is to be bagged and placed in the dumpster. This includes food waste and diapers.
- Floors are to be swept or vacuumed as needed.
- Lights should be turned off. Doors should be locked.
- All use of the Westminster facilities must be concluded in time for all attendees to be out of the building by 10 PM.

Statement of Responsibility

For non-recurring events, the \$_____ security deposit must accompany this application.

I (we) agree to the above Westminster Facilities Use regulations. I (we) will be severally and jointly responsible for compliance. I (we) consent to be the responsible contact person(s) for the above-requested facilities use.

User (Name of group/organization) _____

Signature _____ Print name _____

Date: _____

Facility Care Ministry Team Review and Approval

Signature _____ Print name _____

Date: _____

Westminster Presbyterian Church Facility Rental Fees Worksheet and Acceptance

Event name:	Event date and time:
Renter's name:	Time in building:
Renter's contact phone:	Renter's email:

RENTAL SPACE AND EVENT NEEDS	Westminster Member/Staff	Tax exempt* Rental	Non-member Rental	Hrs/Qty	Rental Fee
Deposits security	Waived	\$100	\$200		\$ _____
Keys	Waived	\$15	\$15		\$ _____
Sanctuary (seats 220)					
First hour	\$50	\$50	\$75		\$ _____
Additional hour	\$25	\$25	\$50	_____	\$ _____
Piano rental	\$25	\$25	\$50		\$ _____
Piano tuning	\$150	\$150	\$150		\$ _____
Sound board	\$20	\$20	\$30		\$ _____
Sound and projection	\$30	\$30	\$60		\$ _____
Sound/proj tech (hourly)	\$20	\$20	\$20	_____	\$ _____
Fellowship Hall (seats 200); (light use of kitchen)					
First hour	\$50	\$50	\$75		\$ _____
Additional hour	\$25	\$25	\$50	_____	\$ _____
Set up tables and chairs	\$20	\$20	\$20		\$ _____
Sound system	\$5	\$5	\$5		\$ _____
Coffee syst, lg (24)	\$18	\$18	\$18	_____	\$ _____
Coffee syst, sm (16)	\$15	\$15	\$15	_____	\$ _____
Classrooms (varying sizes: fellowship hall lounge; library; nursery; heavy use of kitchen)					
Kitchen (per hour)	\$25	\$25	\$25	_____	\$ _____
Classrooms, first hour	\$15/rm	\$15/rm	\$25/rm		\$ _____
	#rms _____	#rms _____	#rms _____		\$ _____
Classrooms, add'l hour	\$10 (1/2hr \$5)	\$10 (1/2hr \$5)	\$20 (1/2hr \$10)	_____	\$ _____
Set up tables and chairs	\$5	\$5	\$5	_____	\$ _____
All day rental (8 hrs or more/area)	\$225	\$225	\$425	_____	\$ _____

Additional rental request or comments:

Total calculated fees: \$ _____

Security deposit: Due with completed application; will be held uncashed and returned after event inspection.

50% deposit: Due upon application approval by the church to hold rental reservation on the church calendar. Balance is due two (2) weeks prior to the event.

Fees include: heating, air conditioning, gas, electricity, housekeeping, supplies, trash, maintenance, parking, wi-fi access, snow removal, capital repair and administrative costs.

Coffee system rental: includes fair-trade coffee packs, cream, sugar/sweetener and cups.

Renter's acceptance of fees _____ Date _____

*Tax Exempt 501(c)(3) ID# _____

Westminster approval _____ Date _____

For wedding fees, please request a separate application fee rental form.