

## WPC Facilities Use Agreement for On-going Events

**Welcome to Westminster Presbyterian Church!** We are glad to be able to share with you two of our most valuable resources: our historic building and parking lot. We offer use of our building and parking lot to groups like yours because we believe that our mission and purpose aligns with yours. We hope that your experience in our building is positive and that it helps you to do even more good work in the world.

Please read carefully the terms outlined below. Your signature on this document indicates your agreement to abide by these terms.

**Fees:** We do not charge for use of our facilities but welcome your donation to help cover the significant cost of heat, light, snow removal, maintenance, cleaning and insurance that our congregation incurs each year. If you are not able to give a donation, please accept the use of our building as our gift to you and your organization.

**Timeframe:** We review our building usage annually and may or may not renew this agreement at that time. If the terms of use outlined in this document are not followed, we may cancel our agreement with you immediately.

**Uses:** We offer our building for your use specifically for the purposes you have described to us. You are not permitted to use our building for purposes or events that have not been previously approved by us. No alcohol is permitted in our building by outside groups. No illegal activities are allowed.

**Larger/Public Events:** Our church policy is that our Sexton will be hired to be present at any larger event that is open to the general public such as concerts, lobby days, events with a speaker, fundraising dinners, etc. Depending on the event, we may also charge a rental fee. If you would like to hold such an event at our church, we'd be happy to discuss costs and schedules with you.

**Rooms:** We ask you not to use other rooms in the church that are not a part of our agreement with you (except, of course, the bathrooms!). Please do not make use of our kitchen unless we have explicitly given you permission to do so. If you find yourself in need of additional or different space, just ask before relocating yourself.

**Parking Lot:** The unmarked spots in our parking lot are available for your use during the time of your event. Please note that the 12 spaces that are marked as reserved are rented out and are NOT available at any time. Please do not leave your car in our lot for an extended period before or after your time in our building. We ask that the leaders of each group ensure that other participants are informed of the rules of our parking lot. We will tow cars out of our lot that don't belong there after giving a warning.

**COVID Safety Requirements:** Everyone in our building is required to follow our COVID safety requirements (outlined separately and available on our website) at all times.

**Security:** You will be given a key card to enter our building. **This card may not be passed to or shared with another person.** We ask that the door to our building remain either locked or monitored by a person in your group standing near the door. Do not prop the door open and leave it unguarded. Prior to leaving the building, make sure that no one else remains in the building. Upon exiting, please check to make sure that any door that you opened is shut and secure. **If you have trouble locking the doors**

**or securing the building in any other way, do not leave.** Call Pastor Heather Kirk-Davidoff (240-281-5005) or John Bossung (518-275-8205) and describe the problem. **You are responsible for anything that happens in our building should you leave it unsecured.**

**Safe Church Policy:** We ask all groups to follow the procedures our church has adopted designed to assure the safety of children, youth and vulnerable adults in our building. These procedures will be attached separately and may be found on our website. We expect that children will be supervised by at least two responsible adults at all times while in our building.

**Room Set Up and Clean Up:** You are responsible for setting up the room as needed and returning the room to the configuration and condition it was in prior to your use. Please clean up after yourself. If we find that your group has left a big mess, we may charge a cleaning fee and/or reconsider our agreement with you.

**Furniture and Equipment:** The church owns many tables and chairs as well as other equipment. Please let us know in advance what you will need and we'll give you permission and guidance.

**Supplies:** You are responsible for providing supplies such as disposable cups, plates, coffee, etc. for your group. Please do not use items you may find in the church for your group's use. If you would like to make use of our silverware and/or china cups and plates, just ask. As an EarthCare church we would like to support your efforts to reduce waste but we would need to show you how to use our dishwasher, etc.

**Trash:** You are welcome to dispose of trash in the trash cans you'll find around the church. If you have a great deal of trash at the end of your event, please take the bag out to our dumpsters located in the side alley next to the church's kitchen, or take it home with you.

**Building Maintenance:** We do our best to keep our building clean and maintained. If you see anything that is broken or needs attention, please let our Administrator know as soon as possible.

***To indicate your agreement with the terms outlined above, please sign a copy of this agreement and return it to the church office.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Group \_\_\_\_\_ Room(s) \_\_\_\_\_

Day/Time of Use \_\_\_\_\_