

## WPC Facilities Guidelines for One Time 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. ***Please read carefully the terms outlined below.***

**Donation:** 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. You may make your donation online ([wpcalbany.org/give](http://wpcalbany.org/give)) or mail it to the church (85 Chestnut Street, Albany, NY 12210). You may also leave an envelope with your donation in our church office—please put your name on the envelope so we know who to thank!

**Sexton Fee:** Our Sexton, Joy Tallmadge, will be your guide to our building during the time you are with us. Joy knows every inch of our building—and if you need something, it is likely she will be able to find it! We require all groups holding events in our building to pay our Sexton \$20.00 per hour. Please note that Joy has a 3 hour minimum. Unless you make other arrangements, Joy will arrive one hour before your event and stay a minimum of 30 minutes to close up. Please pay Joy Tallmadge directly by cash or check at the time of the event.

**Times:** When we confirm your reservation to use our building, we will also confirm your start and end time. When setting these times, please take into account your need for set up and break down time. If your event runs more than 30 minutes past the time we have agreed on, we will begin charging you a rental fee of \$100 per hour. **The church building closes at midnight. Everyone must be out of the building and all clean up completed by that time.**

**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.

**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 Joy before relocating yourself.

**Food and Drink:** If you would like to offer food and drink at your event, please ask us for permission in advance. As an EarthCare Congregation, we are committed to reducing our use of plastic and minimizing waste. We would prefer you to use our plates and silverware and cup and saucers instead of bringing in disposable items. Joy will show you where everything is stored and she will even run the dishwasher for you!

**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.

**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.

**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 Joy know and we will do our best to remedy the situation.

**Please respect our neighbors:** Our church is located in a residential neighborhood. We do our best to be good neighbors and ask that you do the same. Please don't make a lot of noise in our parking lot, especially in the evening. And please be aware of the sound level of any indoor events, especially if the windows are open.

**Emergency Contact:** If something comes up on the day of your event, please contact Joy directly at 518-466-5637. During the week, you can reach Lorraine Charboneau, our Church Administrator, at 518-436-8544.

***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 \_\_\_\_\_