

Webster Presbyterian Church Facilities Use Policy
(DRAFT - July 2017)

The purpose of this policy is to specify the facilities (physical plant and furnishings) of Webster Presbyterian Church (WPC), establish responsibilities for the care and safekeeping, define payment of use, amount of fees, and related details.

The primary purpose of the WPC facilities is to support the worship services, funerals/memorial services, educational programs, fellowship programs, and WPC sponsored activities. The secondary purpose is to provide a place to conduct weddings, wedding rehearsals (please refer to Wedding Policy), wedding receptions and other non-church events. Non-profit and community public service organizations may meet if sponsored by a WPC member or staff. WPC facilities may be requested for personal functions of family members of WPC. Exceptions to this policy will be considered if a written request is presented to the church office sixty (60) days prior to the date requested. Organizations whose purpose is profit-oriented will be denied use of the WPC facilities.

General Information:

- WPC shall not be held liable for any injury to any individual or for the loss of or injury to the property of any individual, group, or organization using the facilities of WPC.
- No firearms or fireworks are permitted on the WPC campus.
- Smoking is not allowed on the WPC campus.
- WPC does not perform room setup or take-down as part of the normal room usage fee/agreement.
- Rooms must be returned to normal configuration by user group.

Facilities available:

- Sanctuary (seating up to 550)
- Fellowship Hall (seating up to 200)
- Bouton Hall (seating up to 75)
- Meeting Room, Gallery, and Bassett Parlor (smaller groups).

Scheduling and Event:

- Request forms will be provided by the WPC administrator (usually church secretary) or are available on-line.
- Complete and file the written request form with WPC Administrator including date, duration, purpose, number of people involved, and WPC member responsible.
- WPC Administrator will forward the request to Campus Management for approval.
- Requestor pays all fees a minimum of fourteen (14) days prior to the event.
- Once fees are collected the event will be scheduled on WPC calendar.
- WPC members are given first priority in scheduling events, next WPC families, last non-members.
- Once an event is placed on the WPC master calendar no other request may supersede it unless non-compliance with stated policies and procedures.

- Sanctuary use is approved by the Worship Committee and will be subject to the Sanctuary Guidelines.

Event Dates and Time:

- Events may be any day or time that does not conflict with the WPC calendar commitments.
- Saturday events shall end no later than 11:30 PM.
- No events will be scheduled during Holy Week (Palm Sunday through Easter Sunday), Christmas Eve, or Christmas day.

Administrative Duties (WPC administrator or CMC member):

To assist users, the WPC administrator will arrange the following:

- Inform the cleaning service of any special needs
- Instruct the WPC member sponsoring the event on the procedure for opening and locking WPC properties.
- Arrange for the WPC member to have a key for the event, complete the checking out of the keys form, collect a key deposit (which will be returned upon the return of the key).
- Inform CMC member regarding any heating or cooling adjustments needed before, during, or after the event.
- Inspect facilities after use to insure they were left undamaged and ready for the next user.
- Additional charge over and above regular charge if facilities not properly restored to original configuration and condition prior to the event.

Outside Vendors:

Any vendor (caterers, event coordinators, decorators, etc.) must sign and return to the WPC office a *Statement of Intent to Follow Guidelines* form at least fourteen (14) days prior to the event. No vendor is allowed to support the event without having completed and returned the *Statement* form. The event requestor is responsible for any damage caused by the vendors to WPC campus.

Decorating:

- No WPC furniture or furnishing may be moved without prior approval of the WPC administrator.
- No tacks, nails, or adhesives of any kind may be used on the walls other than Command Strips.
- No tape applied to the floors unless approved by CMC representative.
- DO NOT TOUCH the acoustic wall tiles in the Fellowship Hall. Nothing may be pinned, taped, draped, leaned against, etc. to these panels.
- Decorating may begin four (4) hours before the event. (Requests for longer decorating times will be considered if presented in writing a minimum of fourteen (14) days prior to the event.) All decorations must be removed within one (1) hour of the conclusion of the event.

Kitchen Preparation Areas (refer to Fellowship policy January 2016):

- Kitchen areas are for preparation and storage only.
- Nonmember events may not cook in the Bouton Hall kitchen.
- WPC Members may request the use of the Bouton Hall Kitchen and will be referred to the Fellowship Policy dated January 2016.
- Any group using Bouton Hall, Fellowship Hall and /or the kitchen preparation areas will be responsible for their own set up, clean up, and for leaving these areas as outlined in the Fellowship procedures.

Consumption of Wine and Beer:

- Consumption of wine and beer, in moderation, is allowed in Fellowship Hall and Bouton Hall for WPC sponsored activities and groups.
- Consumption of wine and beer, for non-member groups, will require proof of supplemental insurance (single event rider).
- One (1) uniformed police officer is required for the first 100 guests and must be present during the entire time that wine and beer are being consumed.
- If more than 100 guests are expected, extra uniformed police officers will be required (a minimum of one (1) for 100 or less guests and two (2) or more if more than 100 guests).
- Hard liquor is strictly prohibited.
- Failure to provide uniformed security for the consumption of wine and beer will be grounds for terminating the event.

Event Deposits and Fees:

Deposit - \$500 (may be refunded in full or in part following inspection of the WPC campus by Campus Management Committee representative).

Member Use Fees:

Bouton Hall

Fee - \$150

- \$60 - cleaning
- \$25 - utilities
- \$65 - use of facility (ies)

Fellowship Hall

Fee - \$350

- \$100 - cleaning
- \$50 - utilities
- \$200 - use of facility (ies).

Non-Member Use Fees:

Bouton Hall

Fee - \$300

- \$20 per hour - WPC representative
- \$60 - cleaning
- \$25 - utilities
- Remainder for facility use

Fellowship Hall

Fee - \$800

- \$20 per hour - WPC representative
- \$100 - cleaning
- \$50 - utilities
- Remainder for facility use.