



SPACE USE REQUEST INFORMATION

Effective 1 July 2002

Approved by Session, 24 June 2002

1. All requests for space use are to be submitted to the Church Secretary first.
2. The Secretary will indicate in the space provided, if the space requested is available. *Space availability does not automatically mean use will be granted.*
3. The Secretary will then submit the form to the Administration Committee for review and approval or disapproval.
4. A copy of the form will then be returned to the Secretary for her information and notification to the applicant. The Administration Committee will supply a copy to those indicated on the form.
5. Decisions will be made in a timely fashion (usually one week) unless it is felt the matter should come before the entire Session.
6. Space use by the Church will always come first in consideration of granting use permission.
7. The Church, prior to the event, may require a Certificate of Liability Insurance naming the church as beneficiary.
8. All areas of the church are subject to a fee for use.
9. Overnight use must and will be supervised by a member of the Session or a member of the Church appointed by the Session.

REQUEST FOR USE OF CHURCH FACILITIES

Date Submitted: _____ Your Name: _____

Purpose for use of facilities: _____

Contact person representing organization/group/activity:

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

E-mail: _____

Space requested: Kitchen: _____ Fellowship Hall: _____ Women's Lounge: _____

Other: _____

Event/Use Date(s): _____

Event/Use Time(s): Set-Up _____ Event Time _____ Clean-Up _____

Equipment to be used: China _____ Flatware _____ Glasses _____ Coffee Pots _____

Stove/Oven _____ Tablecloths _____ Pots & Pans _____ Punch Bowls _____ Other: _____

Number of attendees: _____ If a fee is being charged, what is the amount? \$ _____

Set-Up Instructions/Notes: _____

A NEW USE FORM MUST BE SUBMITTED FOR EACH YEAR.

The organization representative guarantees that all the space utilized will be left in the same condition as found before use and that the organization/individual agrees to abide by the Rules and Regulations of the Warrenton Presbyterian Church for said use. The undersigned also agrees to assume all risk of use of the facilities for itself

and its invitees, agents and guests. The undersigned further agrees to hold the church and/or its agents harmless from any and all liability for said use:

I have been provided with a copy of the Rules for Use of Kitchen, Fellowship Hall, Youth Lounge, Women’s Lounge and other space within the Church and agree to abide by these rules.

Signed: _____ Date: _____
Authorized Representative

CHILDREN MUST BE SUPERVISED AT ALL TIMES. ABSOLUTELY NO SMOKING!

Please be courteous to other individuals and groups by keeping to the times and spaces requested and approved for your use. Changes in dates and times after approval cannot be guaranteed.

CHURCH USE/SPACE AND FACILITIES – Leaders of community groups of children or youth who use the church facilities are required to read the Child Abuse Prevention Policy and sign the agreement to abide by it. **Church facilities will not be available to groups whose leaders refuse to read and sign the policy.**

AGREEMENT TO ABIDE by the Child Abuse Prevention Policy and Procedures of the Warrenton Presbyterian Church: *I have read and understand the policy and agree to abide by it. I do attest to the fact that I have never been investigated and convicted or had a “founded” charge, nor had any expungements from my records, concerning the following “barrier crimes”: murder, kidnapping, rape, sexual assault, pandering, crimes against nature involving minors, taking indecent liberties with children, abuse and/or neglect, obscenity, pornography, or any other crimes involving minors.*

Signature **Date**

FOR CHURCH USE ONLY

SPACE is AVAILABLE: _____ SUBMITTED to Administrative Committee: _____

Special restrictions on use: _____

Equipment authorized to be used: _____

Fee Charged: \$ _____ Fee Paid: \$ _____ Date: _____

Insurance Required: Yes _____ No _____

Approved by Administration Committee by: _____ Dated _____

Denied by Administration Committee: _____

_____ Dated _____

*SUBMITTED to SESSION for APPROVAL/DENIAL ON _____

APPROVED/DENIED by SESSION: Approved/Date _____ Denied/Date _____

*Only necessary if Committee forwards to Session for review.

CC: ADMINISTRATION OFFICE SEXTON APPLICANT TREASURER

Rules/Fees for Use of Church Facilities of Warrenton Presbyterian Church by Non-Members

A Certificate of Liability Insurance naming Warrenton Presbyterian Church as beneficiary may be required prior to your event.

A member of the church must be present for all events using the kitchen. Overnight events will be supervised by a Member of the Session or a Church Member appointed by the Session.

All bulletin boards and seasonal decorations, including but not limited to Easter and Christmas, are to be left intact.

Fee Structure Fees are refundable up to three (3) days prior to your event. Wedding fees are not listed below.

	3 Hours*	Exceed Reserved Time
WPC Representative	\$25	\$20 per hour or any part thereof.
Chapel	\$50	\$20 per hour or any part thereof.
Choir Room	\$35	\$20 per hour or any part thereof.
Class Rooms 4th	\$25 each room	\$20 per hour or any part thereof.
Fellowship Hall	\$150	\$20 per hour or any part thereof.
Kitchen	\$75	\$20 per hour or any part thereof.
Library	\$20	\$20 per hour or any part thereof.
Memorial Hall	\$25	\$20 per hour or any part thereof.
Nursery	\$25	\$20 per hour or any part thereof.
Sanctuary	\$50	\$20 per hour or any part thereof.
Youth Lounge	\$35	\$20 per hour or any part thereof.

* 1 hour set-up and clean-up time is permitted prior to and immediately following the reserved time.

Rules for Use of Kitchen/Fellowship Hall

Tables in the Fellowship Hall are only to be moved under the direction of the Sexton. Arrangements with a floor plan should be submitted well in advance of the event.

Private events are expected to provide their own paper goods and supplies.

No food is to be left in the Kitchen or other rooms. Absolutely no food, drinks or snacks are permitted in the Sanctuary, Vestibule/Narthex or Chapel.

Dishes are to be rinsed, washed and returned to the pantry. The renting party must bring dishes to the Kitchen, scrape and rinse them. The Church representative will operate the dishwasher.

Linen tablecloths are to be shaken *outside* to remove loose crumbs, etc., folded and placed on the kitchen counter.

Loose trash is to be picked up from the floor and all tables are to be wiped down. All garbage bags are to be tied up and placed in the stairwell across from the elevator in the basement level.

Prior to leaving, both Renter and Church Representative will make sure all burners are turned off, food put away, sinks are cleaned and the lights are turned off.