



## **Woodhaven Presbyterian Building Usage Agreement/Policy**

The facilities and equipment of Woodhaven Presbyterian Church (WPC) exist primarily for use by its members through its organizations and ministries. The purpose of this agreement is to protect the guests and the assets within the church and church property. The use of Woodhaven's facilities (Sanctuary, Hancock Hall, Parlor, Mission Center) shall be approved by the Property Committee and/or the Session of Woodhaven Presbyterian Church. The Property Committee will be solely responsible for all communications involving property use.

All groups must complete an application to use the facility. These applications will be available in the church office.

The Building Usage Agreement must be completed and submitted to WPC thirty (30) days prior to the day of the event. Member(s) of the Property Committee and/or Session will review for approval/denial, and WPC will notify the applicant accordingly.

A Building Use Application Form must be completed and received within a minimum of thirty (30) days prior to the day of the event. Following submission, member(s) of the Session and/or Property team will review the application for approval or denial. The applicant will receive notification from WPC within 3-5 days of submission:

- If approved, all required forms and rental fees must be returned and submitted to the WPC office within five (5) days prior to the scheduled event
- Rental Fee Payments must be made in the form of a check, money order, or cashier's check
- A copy of the approved and signed application will be provided to the applicant, which serves as authorization for the person or group using a WPC facility

When children are in attendance, they must always be under the supervision of their parents or adults and are not permitted to be in other areas of the church. The user will be responsible for providing childcare if needed, and all children of youth activities shall always be supervised by a minimum of two (2) adults over the age of twenty-one.

### **General Guidelines and Regulations**

- The use of tobacco products and non-prescription/illegal drugs—including but not limited to cigarettes, cigars, e-cigarettes, vaping devices, chewing tobacco, and snuff—is strictly prohibited in all indoor areas of WPC property
- Food, drink, and candy must be consumed in Hancock Hall
  - Hay, confetti, candles, glitter, and fireworks are not allowed



- The use of oils and other liquids may not be used in any ceremony
- Participants must remain in the designated area of the church as indicated on the application
- All bulletin boards, wall posters, permanent fixtures, decorations, furniture, or equipment shall be left undisturbed
- If the use of the sound equipment is required a member of the sound crew are the only ones to operate the equipment
- No live animals, pets included are allowed in or on the property except for service animals

### **Woodhaven Presbyterian Church Alcohol Policy**

- It is our policy that alcohol cannot be sold on the property
- It is our policy that serving of alcoholic beverages at wedding receptions, picnics, and group meetings is permissible at the discretion of the pastor and elders who gave authority to approve events and outside groups to the Property Committee, with these stipulations in place:
  - Provided non-alcoholic beverages are made easily and attractively available on par with those that are alcoholic;
  - Discretion is used to protect individuals from becoming inebriated or driving while in an impaired state;
  - Due care must be exercised to be sure that alcoholic beverages are neither offered nor accessible to minors;
  - All outside groups must provide a security/law enforcement official during the event
    - The ratio should be one officer to every one hundred people
  - Hard liquor and kegs are prohibited on WPC property

The person who signed the application must be in attendance for the event. A member for Woodhaven Presbyterian Church will act as a supervisor for any event. The church is under no obligation to improve church owned property for the benefit of the user/renter.

All people or groups using the church facility assume full responsibility for damages to the facility and equipment. Groups are responsible for set-up and clean-up. All tables and chairs used are to be returned to their original location.



### Facility Use Information

Category	Description	Details	Usage Fees	Liability Insurance
A	Recognized WPC Church Groups	Recognized groups within WPC, such as Fellowship, Sunday School, etc...	N/A	N/A
B	WPC Church Members	Individual WPC members requesting space for special events such as anniversaries, funerals, etc...	N/A	N/A
C	WPC Outreach	Outside groups recognized by WPC such as Ghana Fellowship, Scouts, etc...	N/A	N/A
D	Non-affiliate Groups	People or groups not affiliated with WPC.	<ul style="list-style-type: none"><li>Space fee: One-hundred dollars (\$100.00) per hour, with a 2-hour minimum</li><li>Kitchen fee (limited access**): Fifty dollars (\$50.00) per hour, with a 2-hour minimum</li><li>The custodial fee is One hundred and fifty dollars (\$150.00)</li><li>If requested, Sound crew fee is One hundred and fifty dollars (\$150.00) per event</li></ul>	Proof of Liability Insurance in the amount of at least five hundred thousand dollars (\$500,000).

\*\*Kitchen Access is limited to use of counter tops, refrigerator, freezer, ice maker, and sinks. Oven, stove top, closets, pantry, microwave, and coffee maker are not included.