

Facility Use Policy

Thank you for your interest in using the facilities of Westminster Presbyterian Church. God has blessed us with our facility and part of our outreach to the community includes letting people and groups in the community (hereinafter referred to as Group) use it. Westminster is happy to open our doors to the community for appropriate use. Church facilities are not available for use by "For Profit" groups or individual enterprises unless such use is regarded as ministry/mission based and is approved by the pastor and session. Providing for the worship, education, and related needs of the congregation of Westminster is the primary use for the church facilities and all outside requests must be scheduled with that consideration in mind. There may also be times when church programming may require modification of a scheduled use by an outside group. In these instances, appropriate notice (of at least one month) will be provided so events or meetings can be rescheduled. This policy defines the guidelines under which members as well as non-members may use various areas of the church.

All events, whether church-sponsored, member-sponsored, or for an outside group, must be approved by the pastor and session of Westminster and placed on the master church calendar maintained in the Church Office. Westminster reserves the right to deny or rescind an agreement should any party's use be found in violation of stated guidelines.

Although church-sponsored or member-sponsored events have first priority, Westminster wishes to make the facilities available for use by others when possible. This may include use by organizations such as civic groups, social groups, recreation groups, neighborhood associations, and nonprofit organizations.

Use of Facilities

The following areas are available for use: the dining room, the auditorium, the kitchen, and the Kiewit Parlor. All parts of the facility, excluding restrooms, not listed in the contract are off-limits. Church furniture, decorations, etc, cannot be rearranged without prior approval.

When the kitchen is used, stoves, sink, refrigerator, microwave, and coffee pots (left in same condition as found) may be used. The dishwasher may not be used. Non-church groups must supply their own consumables such as paper products, coffee, tablecloths, table settings, and decorations.

Groups may use only those church facilities for which they contracted and must do so in a safe and prudent manner.

The Group is responsible for leaving the premises in as clean and neat a condition as they were upon arrival. This includes responsibility for bagging garbage and placing it in designated containers.

The Group is responsible for the cost to repair any damage to the facilities. Any damages that occur should be reported the next day to the Church Office. The cost of repair will be billed to the contract signer. Also, any items borrowed without permission of Westminster or stolen will be the responsibility of said Group. Restitution, in full, will be required.

Westminster is not responsible for disposition of any items left without permission on church premises.

The Group understands that the insurance liability of Westminster Presbyterian Church does not extend to the Group or anyone else who participates in the contracted event.

When an event that takes place after church business hours, a Westminster representative will secure the building, locking and checking all doors to ensure the building is properly secured. The Group will turn off all lights that were turned on.

The representative of the Group will be required to sign the Facility Use Contract which includes an insurance waiver.

The use of the facilities for weddings is covered in the Wedding Protocol.

Prohibited

Advertising cannot be placed in or around the church unless prior approval is obtained from the pastor and session.

Use of the piano, organ, other musical instruments, the sound system and other audio-visual equipment must have prior approval.

Use of the facilities will not be permitted by groups whose purpose is inconsistent with the purpose and mission of Westminster.

In addition to any activities prohibited by law or ordinance, Westminster does not permit the following practices on the premises:

- The use of tobacco products inside the facilities
- The consumption of alcoholic beverages or illegal substances
- Wagering or other forms of gambling
- The carrying of weapons

I have read and understand the Facility Use Policy.

Signature _____ Date: _____

Policy Approved by Session on

Westminster Presbyterian Church

3416 Woolworth Avenue, Omaha, Nebraska 68105 • Phone 402.345.5423 • E-mail westminsteromaha@msn.com

Facility Use Contract for One-time Use

This form must be completed at least thirty (30) days prior to the event.

Name of Group or Organization: _____

Nature or Purpose of Group or Organization: _____

Event

Name of Event: _____

Church facility to be used for the purpose of: _____

Date of use: _____ Time of use: From: _____ To: _____

(If extra set-up time is required, be sure the time you request includes set-up time.)

Approximate # of Participants: _____

Is any fee being charged to participants in event? YES NO If so, how much? \$ _____

Will anything be bought or sold? YES NO

If so, please describe: _____

Rooms of the facility being used (include all that apply):

Contact Information of Responsible Person

Name: _____ Member of Westminster? YES NO

Address: _____

Phone: Home: _____ Business: _____ Cell: _____

E-mail Address: _____

Alternate Contact

Name: _____ Member of Westminster? YES NO

Address: _____

Phone: Home: _____ Business: _____ Cell: _____

E-mail Address: _____

Usage Fee: One time: \$ _____ due one week before the event occurs.

Areas Reserved	Usage Fee	Fee Paid	Date Paid
Fellowship Hall and/or Auditorium	\$ 300.00		
Kitchen	\$ 75.00		
Kiewit Parlor	\$ 75.00		
Sanctuary	\$1,100.00		
Custodial	\$ 150.00		
Total Fees			
Reservation Fee (non-refundable)**	see below		
Security Deposit (refundable)	\$ 100.00		

**The Reservation Fee is 50% of the Total Fees.

Separate checks are required for the Reservation Fee and Security Deposit.

If the event occurs on a Friday or Saturday or if additional cleanup is required, a custodial fee of \$150 will be charged.

Fee is payable to:
Westminster Presbyterian Church, 3416 Woolworth Avenue, Omaha, Nebraska 68105.

I, the undersigned, have the authority to contractually represent the Group named above and hereby enter into this Hold Harmless and Indemnification Contract with Westminster Presbyterian Church. Our Group and its individual members agree to the terms set forth here and in the attached Facility Use Policy and agree to hold harmless and to not sue Westminster Presbyterian Church for any accidents, theft, injuries, or any other loss or damage whatsoever as a result of our use of the Westminster facility. Continuous and adequate adult supervision will be provided by the Group for all Group events that include minors. Our Group will be responsible for and reimburse Westminster for any damages that occur as a result of our Group's use of the facility. Proof of the Group's liability insurance may be required as part of the acceptance of this application. Our Group agrees that, (except for restrooms), all rooms except those listed above, are off-limits. Our Group agrees to honor requests of Westminster employees or named designated representatives without question. Our Group understands that our use of Westminster's facilities may be revoked at any time, for any reason. I have read, understood and voluntarily agree to all the terms of the Facility Use Policy and this contract.

Signature of Group Representative:

_____ Date: _____

Westminster Representative: _____ Key Number: _____

Signature of Westminster Representative:

_____ Date: _____

Westminster Presbyterian Church

3416 Woolworth Avenue, Omaha, Nebraska 68105 • Phone 402.345.5423 • E-mail westminsteromaha@msn.com

Facility Use Contract for Recurring Events

This form must be completed at least thirty (30) days prior to the initial event.

Name of Group or Organization: _____

Nature or Purpose of Group or Organization: _____

Event

Name of Event: _____

Church facility to be used for the purpose of: _____

Date of use: _____ Time of use: From: _____ To: _____

(If extra set-up time is required, be sure the time you request includes set-up time.)

Approximate # of Participants: _____

Is any fee being charged to participants in event? YES NO If so, how much? \$ _____

Will anything be bought or sold? YES NO

If so, please describe: _____

Rooms of the facility being used (include all that apply):

Contact Information of Responsible Person

Name: _____ Member of Westminster? YES NO

Address: _____

Phone: Home: _____ Business: _____ Cell: _____

E-mail Address: _____

Alternate Contact

Name: _____ Member of Westminster? YES NO

Address: _____

Phone: Home: _____ Business: _____ Cell: _____

E-mail Address: _____

Usage Fee: Recurring: A fee of \$ _____ is due every _____ with first fee due one week before the initial event occurs.

Areas Reserved	Usage Fee	Fee Paid	Date Paid
Fellowship Hall and/or Auditorium	\$300.00		
Kitchen	\$ 75.00		
Kiewit Parlor	\$ 75.00		
Club Meetings (per event)	\$ 25.00		
Total Fees			
Reservation Fee (non-refundable)**	see below		
Security Deposit (refundable)	\$100.00		

**The Reservation Fee is 50% of the Total Fees.

Separate checks are required for the Reservation Fee and Security Deposit.

If the event occurs on a Friday or Saturday, a custodial fee of \$150 will be charged. If additional cleanup is required, approval for the event can be rescinded.

Fee is payable to:

Westminster Presbyterian Church, 3416 Woolworth Avenue, Omaha, Nebraska 68105.

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Signature of Group Representative:

_____ Date: _____

Westminster Representative _____ Key Number _____

Signature of Westminster Representative:

_____ Date: _____

Date Agreement is to be reviewed: _____