

Church Building Use Policy

Westminster Presbyterian Church of Jackson, MI

(Approved by Session on April 4, 2018)

As followers of Jesus, we invite others to join us as we go into the world to celebrate and share the love of God.

Westminster Presbyterian Church (WPC) understands our building and grounds to be gifts from God that have been placed in our care, in order that we may use them to God's honor and glory. To this end, we desire to share this space with the community. In order to both allow as many people as possible to use this space, and allow us to properly maintain our property, we set for the following policies regarding its use.

Reserving the Building

1. All use of the building must be approved by the Administration Team of Session. Request should be made through the Administrative Assistant, who will be aware of potential schedule conflicts, and they should be made in a timely manner to allow for consideration by the Administration Team. A "Request for Use of Westminster Presbyterian Church Buildings and Grounds" form must be completed in order for the request to be considered.
2. Use of the facilities by individuals or organizations with goals in conflict with those of the church is not allowed.
3. It shall not be assumed that WPC endorses or sponsors a non-church activity unless sponsorship is expressly approved in writing.
4. Use of WPC facilities for non-church activities whose purpose is primarily sales or profit is not generally permitted. Groups using rooms may charge fees to cover costs.

Types of Use and Associated Costs

1. Church Members may use all available rooms and grounds of the church for personal use (such as family gatherings, parties, showers, etc.) upon request to and

with approval of the Administration Team of the Session. No fee will be charged for such use, unless special arrangements or services are required. Donations, of course, are welcome.

2. Organizations which are part of Westminster's ministry and mission (such as *Jackson Personal Care Ministry* and *Love In the Name of Christ*, at the time of this policy's adoption), may use the building with no fee being charged.

3. Other individuals and organizations may reserve the use of the building, particular rooms, subject to the following costs (max # occupants):

Gathering Space (up to 30 each room)	\$75.00 for one room
	\$150.00 for both rooms
Conference Room (up to 12)	\$75.00
Multi-Purpose Sanctuary (up to 150)	\$250.00

Additional Costs:

Cleaning Deposit*	\$50.00
Extra Plow/Shovel in winter	Current cost

4. Non-Profit Organizations may be granted the use of facilities at reduced rates, no charge, or on a donation basis.

5. Weddings, funerals, and other worship services are subject to the approval and oversight of the Session, and are not included under this policy.

Terms of Use

1. Any permits and insurance needed for the group are the responsibility of the user.

2. Set-up and clean-up are the responsibility of the individual or group reserving the building.

3. Buildings and grounds must be left in the condition in which they were found, including disposal of all trash accumulated during the use of the facilities. Trash that will not fit in the trash bin with the lid fully closed must be removed from the property.

4. No alcoholic beverages may be brought into the building, nor consumed on the property. No smoking is allowed in the building, or on the sidewalks leading to the building. No firearms are permitted on the property.
5. Any needed signs or decorations should be on tables only. Nothing is to be attached to walls, woodwork, or lights. No helium balloons are permitted in the sanctuary or narthex.
6. The church kitchen may be used for warming food, and a refrigerator is available. The use of available church dishes and silverware should be requested on the form when making reservations. Any items used must be cleaned and returned to the cupboards.
7. The church nursery may be used in conjunction with other parts of the building, without additional cost. You must provide responsible adult supervision at all times, and leave it as you found it.
8. Permission for ongoing use must be renewed annually. Ordinarily reservations for one-time use will not be confirmed more than one year in advance.
9. The sound system, piano, organ, digital piano, and projector are not to be used unless specific permission is granted.
10. Building must be cleaned and vacated by 11:00 PM