

Worthington Presbyterian Church

Policy and Procedure for Scheduling the Use of Church Property By External Community Groups

(Originally approved by Session June 5, 1995 – Revised May 2018)

1. All requests for use of church property shall be submitted on the prescribed form.
 2. All chartered groups that carry liability insurance shall furnish a Certificate of Insurance naming Worthington Presbyterian Church as co-insured as a condition of use.
 3. The church property may be available to an external community group provided each of the following criteria are met:
 - ◆ **The group is a non-profit community service organization.**
 - ◆ **The group is not a political organization, which seeks to endorse or support political issues.**
 - ◆ **The group is not antithetical to the Christian church.**
 - ◆ **The group does not charge for the event or sell merchandise during the event.**
 4. Members of the church may use the church property, subject to the conditions in item 2 above. Fees are charged for building maintenance and setup, and custodial services.
 5. Groups using church facilities are responsible for any damage to church property.
 6. The “Facilities Request Form” may be obtained from the Church Office. Any request which meets the requirements of paragraph 2 above and which requests the use of church property shall be reviewed and approved by the Church Staff at the weekly staff meeting and the Facilities Committee and then reported to the Session.
 7. The Facilities Committee will be responsible for establishing a “Users Fee Schedule” for external community groups and updating it annually.
 8. The Facilities Manager will be responsible for applying the User Fee Schedule. If questions or concerns arise with respect to a request, the Facilities Manager shall interpret the policy and procedure for the use of church property.
 9. Fees will be paid prior to the use of the property.
 10. The application process does take 3-4 weeks for approval based upon Facilities meeting schedule.
 11. Worthington Presbyterian Church events take precedent to any scheduled event and have the ability to cancel or reschedule any group’s events.
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Please read and sign!

I have read and understand the policies, procedures and fees for use of church property.

I hereby remise, release and forever discharge Worthington Presbyterian Church, its agents, servants and all other persons, firms and corporations whomsoever of and from all actions, claims and demands, whosoever which claimant may hereafter have on account of or arising out of any accident, casualty and/or event which might happen on the premises of Worthington Presbyterian Church. I understand that there is no accident insurance provided by the church.

I am over 18 years of age and legally competent to execute this release: and that before signing this release I am fully informed of its contents and meaning and have executed it with full knowledge thereof.

Date: _____

Name of Group: _____

Signature of Contact: _____

Email Address: _____

Phone Number: _____

Worthington Presbyterian Church User Fee Schedule

Rooms and Equipment	Rate	Sub Total
Building Maintenance and Setup Fee	\$50 for Large Rooms or \$10 for Classrooms and Living Room	
Groups requesting to use the church <u>outside</u> the hours listed below will be charged a Custodial Fee of \$100.00 fee. Hours for rental time: Weekdays: 12 AM to 9:00 P.M Saturdays: 8:00 A.M to 9:00 P.M. Sundays are non-rental days	\$100.00 per event Non-Custodial Hours Fri- 12PM to 9PM Sat – 3PM to 9PM Sun- 3PM to 9PM	
Sanctuary (not available between December 15 and January 7)	\$500	
Fellowship Hall (fits up to 140 people with tables)	\$300	
Woodrow Chapel (fits up to 50 people)	\$100	
Youth Room	\$75	
Classrooms 111, 112, 113, 124, 222	\$25 each	
Living Room	\$25	
Kitchen (use of kitchen for staging only)	\$100	
Kitchen Appliance & Supply Use:		
• Coffee Pots	\$10 each	
• Dishwasher	\$100	
Kitchen (full use of appliances, tableware and staging)	\$250	
Audio Visual Equipment		
Fellowship Hall	\$35	
Audio Chapel	\$25	
Piano	\$50	
Other:		
Total Fees		

