

BUILDING USE REQUEST

WESTMINSTER PRESBYTERIAN CHURCH
1250 W. Exchange Street, Akron, OH 44313

Phone 330-836-2226 / FAX 330-836-8389 / westminsterakron.com

- WPC Group
 Outside Group

PERSONAL INFORMATION

Submission Date _____ Event Date _____ Is this a recurring Event? **Y N**

Time In _____ Time Out _____ *(include set-up and cleanup)* Will food or drink be consumed? **Y N**

Group or Person Requesting Use _____

Address _____ Purpose of Use _____

Name of Event _____ Phone _____ email _____

Crossing Guard needed? **Y N (FEE Required)**

Primary Contact Person _____
Phone _____ email _____

Person Responsible for Cleanup _____
Phone _____ email _____

AREAS REQUESTED ___ Wright-Herberich Hall ___ Sanctuary ___ Chapel ___ Pastor's Study ___ Youth Center
___ Room 106 ___ Library ___ Kitchen - **MUST SIGN KITCHEN CHECKLIST** ___ Childcare (WPC groups only)
___ C.E. Basement ___ Other *(please list below)*

EQUIPMENT REQUESTED

___ # ROUND tables ___ # chairs per ROUND table ___ Audio/Video Equipment ___ Podium
___ # RECTANGULAR tables ___ # chairs per RECT. table ___ Microphone ___ Other *(please list below)*

ADVERTISING (WPC Groups and Committees only) *Attach information on separate paper*

___ Sunday bulletin ___ Script newsletter ___ Press release ___ Website ___ Social media
___ Sunday Update ___ Pulpit announcement ___ Outdoor sign ___ Other *(please list below)*

PROCEDURE

Request must be submitted no less than 6 weeks prior to scheduled event date to allow time for the approval procedure.

In all cases, church programs/functions (weddings, funerals, special church services, youth groups, committee meetings, etc.) have precedence in scheduling over requests of outside groups.

If a date is reserved by an outside group when an internal need arises, Westminster will make every effort to not displace outside groups that have properly reserved space.

A \$50.00 deposit (cash or check payable to Westminster Presbyterian Church) will be required upon approval of your request for use. The date will not be reserved until the deposit is received.

For office use Approved by _____ Date _____ Added to church calendar
Fee to be paid **Y N** Amount _____ Deposit Usage Fee Date received _____ by _____
Certificate of Insurance received _____ (date) _____ by _____
Building Use Agreement received _____ (date) _____ by _____
Copies to staff: Pastor Accountant DOC Secretary Custodian Sheila