

# Westminster Presbyterian Church

## Facilities Use Fee Schedule

Revision 14 July 2014    Revised: 3/27/2014

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The following guideline is to be used when determining if a group is to be charged a per diem fee for the use of Westminster Presbyterian Church (WPC) facilities.

**DIRECT WPC USE:** No fees will be charged for direct WPC use (e.g. Session, Committees, Presbytery, Ministerial Counseling, etc.).

**SPECIAL STATUS GROUPS:** No fees will be charged for special status groups/events. Examples include BSA Troop 11, Cub Scouts, Girl Scouts, Brownies and their local scouts' participation events, People in Need and Food Distribution.

**WPC SPONSORSHIP:** No fees will be charged for WPC sponsored groups/events.

**Conditions:**

1. Only the Session has the authority to approve WPC sponsorship.
2. Sponsorship must be initiated by and overseen/managed by a standing WPC committee. During sponsorship, the sponsoring committee must be engaged in ministry to or with the sponsored group.
3. The committee recommending sponsorship must submit an "action plan" that explains;
  - the type of ministry and goals set for the engagement with the sponsored group
  - how the group/activity relates to WPC's mission, and/or how the sponsoring committee's goals for engagement relate to WPC's mission
  - any fees charged by the sponsored group and how those fees are used
4. The term of sponsorship is for one year and may be renewed; the Property Committee and the committee recommending sponsorship will periodically review approved sponsorships and make any needed recommendations to the Session.

**WPC HOSTED GROUPS:** No fees will be charged for WPC Hosted groups/events. Groups and event included in this category will be those evaluated by the Session or a WPC Teaching Elder and found to be engaged in activities consistent with the ministry of the church.

**Host/Hosted Group Conditions:**

- One-time (occasional such as once a year or incidental) events.
- Active engagement by WPC members or staff.
- A WPC pastor must approve the host/hosted event.

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**ALL OTHER GROUPS** will be assessed fees for room use, custodian and WPC equipment using the following fee structure. Custodian charges will be assessed at the rate of \$30 per hour.

Sanctuary:

1. Weddings and Funerals	See individual policies
2. Recitals & One Rehearsal	\$ 75.00
3. Other Use	\$ 75.00

Kitchen:

1. Incidental use	No Charge
2. General/Full Use	\$ 75.00

Narthex:

\$ 10.00

Library:

\$ 10.00

Work Room:

\$ 25.00

Nursery:

\$ 25.00

Board Room:

\$ 25.00

Conference Room:

\$ 25.00

All Lower Level Rooms (Not Air Conditioned)

\$ 10.00

Fellowship Hall:

1. WPC Member Wedding Reception	No Charge
2. Non Member Wedding Reception	\$ 150.00
3. WPC Member Funeral Luncheon	No Charge
4. Non Member Funeral Luncheon	\$ 150.00
5. Dinners/Events/Meetings (w/ incidental use of kitchen <b>ONLY</b> )	\$ 75.00
6. All Other Dinners (Assumes Full Use of Kitchen)	\$ 150.00

All Lower Level Rooms

\$10.00

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### Equipment available for use in various rooms (Note: fees are in addition to the room use fee):

Sanctuary Grand Piano	\$ 10.00
Sanctuary Upright Piano	No Charge
Sanctuary Handheld Wireless Microphones	\$ 15.00 each
Fellowship Hall Upright Piano	No Charge
Sanctuary Organ <sup>1</sup>	Not Available (Exceptions: weddings and funerals)
Overhead Projector	\$ 5.00
Portable Speaker System	\$ 10.00
Podium	No Charge
TV (Small) & DVD Player & VCR	\$ 10.00
Music Stand	No Charge
Easel	No Charge
White Board	No Charge
Portable Screen	No Charge
Digital Projector <sup>2</sup>	\$ 15.00

### **Appeal Process:**

1. Any of the provisions of this Facility Use Policy and Fee Schedule may be appealed to the Property Committee which will make a recommendation to Session recognizing that the appeals process requires time (e.g., the Property Committee and Session commonly meet only monthly).
2. Session decisions are final.

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<sup>1</sup> Exceptions (e.g. Weddings and Funerals – see Wedding and Funeral Policies)

<sup>2</sup> Set up by WPC staff only unless otherwise approved by staff.