

# **\*Start Here\***

## WPC HOW TO RESERVE PROCEDURE

- I. Be sure to read **ALL** parts of the **“Facilities Use Policy”** and application thoroughly before applying and follow the following guidelines.
- II. Please consult **WPC’s CALENDAR** by clicking on the calendar link for facility availability:
- III. Determining the needs of your group, and consult the **“Facilities Use Fee Schedule”** to determine your costs. **NOTE: All fee(s) are due at the time of filing a “Use of Church Facilities Application”** in order for the event to be confirmed and placed on the church calendar.
- IV. Fill out a **“Use of Church Facilities Application”**. The application should be completed at least (2) two weeks in advance of the activity for all persons or groups requesting WPC use. **The completed application must be presented and signed in person at the church office by one of the “contact persons” listed on the application. NO APPLICATIONS WILL BE TAKEN OVER THE PHONE.** Please call our office to set up an appointment to turn in your application, pay appropriate fees and meet with office staff with any questions you may have.

**Note:** All non-WPC groups or organizations must provide a copy of the group’s/organization’s **“Certificate of Insurance” with Westminster Presbyterian Church identified as an “also insured” party.** In the event that a **“Certificate of Insurance”** is not available or there is no insurance, the signatory of the **“Use of Church Facilities Application”** application agrees to assume all legal responsibility and liability for the actions of their group or organization and becomes personally responsible for same holding WPC harmless.

- V. If your group has reserved space but decides not to utilize the space, you are responsible for notifying the church office of this change. We ask this for the following reasons:
  - a. This will allow us to book the room for another event or group.
  - b. WPC will know what to tell people if inquiries are received.Any requests for refunds must be in writing and are subject to the discretion of Session.

**REMINDER: NO APPLICATIONS WILL BE TAKEN OVER THE PHONE!**