

WESTMINSTER PRESBYTERIAN CHURCH
2701 Cameron Mills Road
Alexandria, Virginia 22302
(703) 549-4766

GUIDELINES FOR THE USE OF THE BUILDING, FACILITIES AND GROUNDS BY OUTSIDE GROUPS

A. Policy

1. As part of its community outreach, Westminster makes available to community groups and service organizations most of its rooms and facilities for group meetings and related activities when not needed by our church organizations. There is a nominal fee for this service to cover utility and sexton costs, and groups are responsible for any loss or damage to equipment, facilities, or grounds.
2. The church facilities are not available for private parties, any activity related to a profit-making venture, partisan political purposes or for groups or activities inconsistent with the church's purposes. Use of the church sanctuary and chapel other than for worship services must be approved by the Worship & Music Committee. Any questions of interpretation in this regard are to be referred to the Session at the discretion of the pastors or the Business Administrator.
3. The church is not responsible for any injuries or damages that may occur while on the premises. Use of the facilities is at the sole risk and responsibility of the group and the person or persons requesting use of the facilities.

B. Procedures

1. Requests for use must be made by a responsible officer or member of the group through the church Business Administrator, where an accurate calendar schedule is kept. **When making reservations, please use the attached use agreement to state precisely the hours of use requested, including the time necessary in advance to prepare the room, time needed afterwards to restore the room to its pre-meeting condition, and the nature of the meeting to be held.**

Reservations for rooms can be made only at the convenience of and in accordance with the regular church schedule. Rooms will be available from 9:00 a.m. to 10:00 p.m. All meetings are to be concluded by 10:00 p.m. All persons are asked to leave the parking lot quietly and promptly by 10:00 p.m. to avoid disturbing neighbors.

2. The use of Fellowship Hall or any other room with an adjoining kitchen does not carry with it kitchen privileges. Maintaining our kitchens has its own complications and, therefore, kitchen use is not normally permitted. If kitchen use is permitted, the kitchen, equipment and utensils used are to be left clean, in good order and returned to the place where they were found. If the kitchen has to be cleaned or any damage repaired, the person signing the use agreement shall be responsible for any additional repair or cleaning costs.
3. Furniture is not to be moved from one room to another unless specific permission for relocation is given by the church Business Administrator. If permission is given, furniture must be returned to the location in which it was found. Any rearrangement of furniture within a room must be restored to the locations and positions in which the furniture was found.

4. No alterations, improvements, decorations, posters, or signs are to be attached to the painted walls in any manner. Chalk boards should be cleaned after use. Any writings, posters, or signs that were on the boards or walls prior to use should not be disturbed without permission.
5. Audio-video equipment (VCRs, televisions, stereos, etc.) is for the use of the church and church-related groups only. Under special circumstances and by prior arrangement with the church Business Administrator and the Director of Christian Education, audio/visual equipment may be loaned to non-church groups for use only with the church building.
6. The church sextons have a full schedule of duties and are under the supervision of the church Business Administrator. Therefore, they are not to be called upon for any specific services by any group using the church without the Business Administrator's permission. Any services needed before or after the sextons' regular hours or which require the sextons to work overtime to complete the requested services or their regular duties may be charged at their hourly overtime rate. **SUCH ADDITIONAL SERVICES MUST BE ARRANGED WELL IN ADVANCE** through the church Business Administrator.
7. Storage space is not available. Therefore, all groups using the rooms may not leave items for storage at any time without prior arrangement and approval. The church will not be responsible for the safe keeping of any items left without approval.
8. Any youth group or children using the church at any time must have adult supervision at all times. All groups using the church facilities must follow the church's Child Protection Policy, as attached. Supervisors are requested to curb running, jumping, and sliding in church buildings, and to confine their groups to the area assigned to them.
9. As a house of worship, proper decorum must be maintained at all times:
 - a. No smoking is permitted anywhere in the buildings.
 - b. Use or possession of alcohol or illegal drugs is prohibited anywhere in the building or on the grounds.
 - c. Use of candles or open flames is prohibited.
 - d. Occupancy limits must be observed at all time for fire safety.
 - e. Playing on the elevators is prohibited. All children under 7 years of age must be accompanied by an adult on the elevator.
10. Parking lot signs are to be obeyed both night and day including spaces reserved for handicapped parking.
11. These simple guidelines are offered to ensure that groups assume normal responsibility for the care of the building in regard to the use of heat, lights, equipment, and the orderliness of the room. Groups are asked to police the area they have used when done to make sure that the following guidelines have been followed:
 - a. Water faucets, lights and any electrical appliances that the group turned on should be turned off, especially those in bathrooms.
 - b. All windows should be closed and securely locked.

- c. The area should be left in the condition in which it was found.
 - d. Trash must be picked up and placed in the outside trash dumpster located at the far east corner of the parking lot (back right corner of the lot as you exit the education wing).
 - e. Furniture must be restored to the position in which it was found - tables and chairs pushed in place.
 - f. Any damage or broken items should be reported to the Business Administrator at (703) 549-4766.
12. Westminster reserves the right to suspend use of the buildings, facilities and grounds at any time for violation of these guidelines.

**Attachments: Agreement for the Use of the Building Facilities and Grounds
Child Protection Policy**

Guidelines adopted by the Session: June 25, 1997.

Westminster Presbyterian Church
2701 Cameron Mills Road
Alexandria, Virginia 22302
(703) 549-4766 www.wpc-alex.org

AGREEMENT FOR THE USE OF THE BUILDING, FACILITIES AND GROUNDS

Day/DATE REQUESTED _____ ROOM REQUESTED _____

TIME _____

I/We have read the attached guidelines and agree to abide by them. I/We assume all responsibility and agree to hold the church harmless for any equipment or property damaged, lost or removed for any other liability arising from the use of the facilities. This agreement must be renewed annually or whenever a new point of contact is appointed. I/we understand that use privileges may be revoked at any time for violation of the guidelines or if the church needs to use the facilities.

DATE TODAY _____

PRINTED NAME OF CONTACT(S) _____

Address _____

Phone (O) _____ (H) _____ for _____ (organization)

(signed) _____

ROOM SET UP:

SPECIAL NEEDS:

Please return this copy to Westminster at the above address.