

**FACILITIES USE
REQUEST FORM**

Windsor Presbyterian Church
251 Windsor River Rd., Windsor, CA 95492
707-838-1566

Date of Request: _____

Person/Group Requesting Use: _____

Please provide proof of Non Profit (501(3)(c) status

Activity/Event Name: _____

Event Date*: _____ Event Start Time: _____

Number of Attendees: _____ Set-Up/Finish Times: ____ / ____
(Includes clean up, see Usage Policy)

Main Contact Person for Event: _____

Address: _____ email: _____

Day & Eve Phone number(s): _____

"X" All Needed	Description	<i>FEE: WPC will complete</i>
	Sanctuary (100 max)	
	Fellowship room (20 max)	
	Playground Equipment	
	Kitchen - includes refrigerator, stove, oven, microwave, dishwasher	
	<i>NOTE - Kitchen use does NOT include use of our disposable items, i.e. paper napkins, plates, plastic cutlery, paper cups</i>	
	Tables & Chairs	
	Sound System	
	Overhead Projector	
	Piano (Instrument only)	
	Cleaning Deposit	\$125.00

**if your event includes multiple dates show the actual dates or the day-of-week/time/ pattern you are requesting.*

ONCE COMPLETED: email to: WindsorPres@outlook.com or mail to Windsor Presbyterian Church, 251 Windsor River Rd., Windsor, CA 95492

WPC Usage Policy

A \$1,000,000 Certificate of Liability and Property Damage insurance coverage naming Windsor Presbyterian Church as an additional insured MUST be received by us at least 5 days prior to the date of your event for the purpose of covering liability and property damage or accidents that might occur on church property.

Deposit statements/refunds will be sent within 45 days of your event.

You are responsible for setting up your meeting space as needed and returning the room it to its original set up following your event.

We recommend AT LEAST this much extra time to setup/clean up:

Fellowship room	15 minutes
Sanctuary	1 hour
Multiple rooms plus kitchen	1 hour 30 minutes
Entire building and grounds	2-3 hours

Smoking is strictly prohibited in any church building and on the entire playground area. Smoking is only permitted on the sidewalk at the parking lot entrance near the smoking receptacle. This smoking policy is to include all types of tobacco, smokeless tobacco and electronic cigarettes.

Alcoholic beverages are not permitted anywhere on the church property or in the church buildings.

Weapons of any type are strictly prohibited.

Illegal substances are strictly prohibited.

No nails, screws, tacks, pins, etc may be applied to the walls. Anything used on the walls must be removed without leaving a mark or residue.

A responsible person from your group must be present whenever Outside Contractors (florist, caterer, etc) are on the property. You must provide to Windsor Presbyterian Church the name(s)/phone(s) of all contractors *and their proof of insurance*.

There is no storage available. If you have multiple meetings, remove your materials at the end of each meeting.

Facility Use beyond agreed upon time frame may result in additional charges.

We can recommend Pianists, Soloists and Event Coordinators if your event requires these services.

The renting party shall be responsible for upholding and seeing to the enforcement of all applicable federal, state, and local laws during the rental period.

Windsor Presbyterian Church Facility Use Agreement

251 Windsor River Rd., Windsor, CA

Person/Group Requesting Use:		
Activity/Event Name:		
Event Date:		
Total Fees (including \$125 deposit):		
Due Dates	Fee Payment	
	Proof of Insurance	
	Contractors Contact List	

Attachments included in this Agreement

Facilities Use Request Form

WPC Usage Policy

Facility Use Cleaning Responsibilities

I, the undersigned, as applicant or on behalf of the applicant (responsible person), signify that the information provided on this Facility Use Agreement and its Attachments is true and correct and hereby accept full responsibility for any breakage or damage to the property or building(s), and for conduct of those attending the function for which the facility is requested. I agree to indemnify and hold harmless Windsor Presbyterian Church and its officers, employees, and volunteers from and against all claims, damages, losses, and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of Windsor Presbyterian Church. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. My signature below signifies that I agree to abide by all of the conditions of Windsor Presbyterian Church's Usage Policy and Facility Use Cleaning Responsibilities and of any further contract issued based on the Facility Use Agreement. I also agree to pay Windsor Presbyterian Church all costs the Church may incur as a result of failure to comply with all of these conditions including damages due to leaving the premises in an unusable condition for the next User.

Signature:

Printed Name:

Date:

WPC Approved:	Date:
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WPC Facility Use Cleaning Responsibilities

Failure to comply with these cleaning responsibilities may result in forfeiture of deposit.

GENERAL:

- ✓ Remove any/all personal equipment, personal equipment, personal belongings, decorations, or anything that may belong to your group; items left behind will be discarded.
- ✓ Pick up all loose trash (paper plates, napkins, paper/plastic cups, decorations, etc) and place in kitchen trash containers. Recycle bins are on site, please use them as appropriate.
- ✓ Dispose of waste properly. Do not dump ice, grease, etc on landscaping. Do not dump grease into sinks.
- ✓ Wipe off all tables and chairs with cleaner.
- ✓ Return all tables and chairs to their original location.
- ✓ Vacuum carpet. Clean up any stains or spills on carpet or other surfaces. Residue or stains should not remain on carpet.
- ✓ Take kitchen trash bags outside and place in large refuse containers near kitchen outside entrance. Recycle as appropriate. Put new lines in trash receptacles.
- ✓ Turn off all lights and appliances at the end of your use. Thermostats must be returned to their original / designated settings.
- ✓ Lock all (3) exterior doors and verify that the hook latches are securely in place.
- ✓ Close all windows.

Please report any problems with the facility to the Church at 707-838-1566 as soon as possible. Plumbing problems should be reported immediately as they are noticed.

IF OUTSIDE AREA WAS USED:

- ✓ Pick up any trash, bottles, cans, debris, etc

IF KITCHEN WAS USED

- ✓ Remove all your food items including in fridge/freezer
- ✓ Wash/Clean any used kitchen equipment (utensils, pots, pans, dishes, plates, cups, etc) and return them to their original location.
- ✓ Drain and clean sinks
- ✓ Wipe down all counter tops, sinks, stove, and microwave with disinfectant
- ✓ Take all trash and place it in the large outside refuse containers.
- ✓ Sweep and mop the kitchen floor