



## FACILITIES USE REQUEST FORM

Windsor Presbyterian Church  
251 Windsor River Road, 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: \_\_\_\_\_

\*If your event includes multiple dates, show the actual dates or the day-of-week/time/pattern requested.

Number of attendees expected: \_\_\_\_\_ Set-up/Finish times: \_\_\_\_\_

Includes clean up, see Usage Policy

Main contact person for event: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Day & evening phone numbers: \_\_\_\_\_

<b>√ all needed</b>	<b>Description</b>	<b>Additional fees: WPC to complete</b>
	Sanctuary (100 max) (Available chairs: Blue = 94; purple = 25)	
	Fellowship room (20 max)	
	Kitchen: refrigerator, stove, oven, microwave, dishwasher <b>NOTE:</b> Please do <b>NOT</b> use WPC disposable items, i.e., paper napkins, plates, plastic/compostable cutlery, paper/plastic cups, or cloth tablecloths.	
	Tables (5' round x 12): Specify #	
	Tables rectangular (5' x 1, 6' x 6, 8' x 4): Specify #	
	Sound system (must have church personnel available)	*
	Projector (must have church personnel available)	*
	Piano	*
	Other	*
	Cleaning deposit	\$300

**\*Fees negotiated at time of pre-visit/Agreement submission.**

## WPC Usage Policy

A \$3,000,000/\$5,000,000 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 to its original set up following your event. Set-up schematic on wall near lights (Sanctuary).

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

Sanctuary	1 hour: remove tables to storage area, move chairs, vacuum, re-set chairs
Fellowship room	30 minutes: remove tables to storage area, move chairs, mop, re-stack chairs
Restrooms	10 minutes each (=30 minutes total); clean and re-stock paper goods
Entire building and grounds	2-3 hours: varies per event and includes all of the above plus time for outside areas

Smoking is strictly prohibited in any church building and the outside grounds. 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.