

## WINDSOR PRESBYTERIAN CHURCH USAGE POLICY

5891 Pruitt Ave, Windsor, Ca

CALL 707-838-1566, Gay Cooper, Church Secretary

Revision September 2009

### FEES:

- 1) Meeting: \$40 per Hour, billable in quarter hour segments (e.g.: \$10 additional for early entry to set-up and late exit to clean-up and return the building and grounds to their original state prior to your use) plus a \$100 Cleaning Deposit.
- 2) Kitchen Use: \$50 for use of kitchen area (refrigerator included) without use of appliances and utensils; \$100 for use of appliances and utensils; \$150 for use of serving dishes, plates, cups, etc; and, users must provide their own paper goods, condiments, etc. Note: Fees are not accumulative ... select the fee which applies.
- 3) Sound System: Quoted separately (please inquire); dependent on requirements, technician costs, and availability.
- 4) Wedding, reception (Note: extra charge beyond the wedding), event, and / or funeral: \$400 plus a \$100 Cleaning Deposit; also, a \$160 fee may be applicable for coordinating the delivery and removal of additional chairs, decorations, and flowers.
- 5) Pianist, soloist, event coordinator fees are quoted separately (please inquire).
- 6) Nonprofit organizations (IRS qualified 501 3 C) may qualify for a reduced rate (e.g.: Local Non-Profit Organizations \$20 per hour for the small room) please contact Buildings & Grounds Chair, Richard Dow, at 707.477.6419. Church members check with Richard for applicable rates.

### GUIDELINES:

Note: Failure to adhere to the guidelines listed below will result in the forfeiture of your deposit.

- 1) No alcoholic beverages.
- 2) No smoking ... there is a smoking area provided at the entrance from the parking lot to the grounds (under the gazebo) with receptacle.
- 3) No nails, screws, tacks, or push pins can be applied to the walls for the hanging of decorations ... all materials used must be able to be removed from the walls without leaving a mark or residue on the surface.
- 4) Clean-up consists of emptying the waste basket(s) your group used into the large garbage can in the kitchen or if the use created a substantial amount of waste to dump this waste into the refuse containers outside the building (includes picking up your litter on the outside). If kitchen use is part of your agreement, then, the kitchen must be cleaned (floors and counter top); all dishes and utensils must be cleaned and returned to the appropriate places; vacuum all areas of use, and, return the building and outside grounds to their original state of cleanliness prior to your use (includes placing chairs and tables in their original configuration).

- 5) Turn off all lights and appliances at the end of your use; if access was granted to the thermostats they must be returned to the original settings.
- 6) Insure all the doors are locked and that the “lock bars” have dropped into position at each of the 3 entrance doors.

**TERMS and CONDITIONS:**

- 1) Insurance certificate (Minimum \$1,000,000 general liability policy) and all necessary endorsements must be submitted to WPC at least five (5) business days prior to use of the facility. Proof of insurance is required for contactors such as caterer and decorator.
- 2) The Facility Use Agreement with the groups name, responsible person(s), contact information (to include phone numbers for day and evening, Email address, etc) and number of people using the facilities must be submitted five (5) business days prior to use of the facility; also, the Facility Use Clean-Up Responsibility Form must be completed and submitted with the Facility Use Agreement.
- 3) Usage group is responsible for conduct of all participants, damages, and all fees. Any damage or loss to the facility or equipment is the responsibility of the user group to include any and all costs of restoring or replacement of the damage or loss.
- 4) A refundable cleaning deposit (\$100.00) is due upon submittal of the Facility Use Agreement and Facility Use Clean-Up Responsibility Form.
- 5) All usage fees are due at least one week (5 business days) prior to usage of the facility (Note: month to month usage is due prior to the first of each month).

I have read and understand the Windsor Presbyterian Church Usage Policy:

Signature of User:

Today’s Date:

\_\_\_\_\_

\_\_\_\_\_

Printed Name:

Event Date:

\_\_\_\_\_

\_\_\_\_\_

WPC – Building & Grounds Chair:

Date: \_\_\_\_\_

Richard Dow