

APPLICATION FOR USE OF FACILITIES/PROPERTY
Events other than Weddings and Memorial Services
WESTERN PRESBYTERIAN CHURCH
101 EAST MAIN STREET, P. O. BOX 426, PALMYRA, NY 14522

Applicant Name(s):

Address:

Phone/Cell Number(s):

Name of Organization: (If applicable):

Name of another, if any, WPC Church Member involved:

I (We) certify that I (We) have been notified of the Policies and Guidelines on the Use of the Property and Facilities of Western Presbyterian Church, Palmyra, NY and that my (our) use of these facilities will be in keeping with the rules set forth therein.

Signature of Applicant(s):

Date:

Date:

WPC Building Use

Description of Activity (or purpose of use):

Actual Time of Event Requested (Date & Time Period - be specific):

Set-Up Date & Time Period (if different than Event):

Facilities being used:

- Fellowship Hall
 Kitchen Stove Dishwasher Dishes/Utensils Towels
 Sanctuary* Organ Piano A/V system (Additional AV form required)
 Other Areas

* Requires WPC Session Approval

Publicized Through The Church Office? Yes No

Special Needs/Instructions:

Covid Restrictions Apply Yes No.. If yes then review and sign Covid Restrictions Disclosure Form

Table & Chair Rental

of Tables Needed: _____ # of Chairs Needed: _____

Pick-Up Date/Time: _____ Date/Time of Return _____

Special Needs/Instructions:

WESTERN PRESBYTERIAN USE

Property Team Approval:

Signature:

Date:

Office Schedule Approval:

Signature:

Date:

Session Meeting Approval:

Required: Yes / No

If Yes, meeting date:

Notes:

BUILDING USE:

(A member of WPC may apply and must be present for the event.)

- A. Approved church usage requires that the building, grounds, furniture, equipment, etc. be treated with respect and care. The applicant is required to leave the facility neat and clean; and if food and drink are served, the area must be suitably cleared and food, drink, soiled paper plates, cups, etc. properly disposed of in the kitchen garbage cans or in the dumpster located in the rear parking area.
Any leftover food is to be removed after the event. If children are included in the group, supervision is expected. Alcohol consumption and smoking are not permitted anywhere on church property.
- B. Any Use Fee or Damage Deposit will be required prior to loan out and will be given to the WPC office. Charges (Use Fee & Damage Deposit) for Building Use will be determined at time of approval.
- C. Use of the kitchen stoves, dishwasher, etc. requires a member of the church who is familiar with the operation of said items be present during use.
- D. At the conclusion of the approved event, it is expected that the facility will be left in proper condition, and it is required that all lights (including bathrooms), equipment, etc. are turned off and, when applicable, the doors properly secured.
- E. Only drinking water is allowed in the memorial parlor
- F. It is expected that any other posted policies of the Church will be followed during the event. Example: Masking, Distancing, and Food consumption during the time of the COVID-19 pandemic.

LENDING OF TABLES AND CHAIRS

- A. Members and/or employees of Western Presbyterian Church may borrow tables and/or chairs for personal
- B. WPC may limit the number of tables and chairs that may be loaned to any one person. Persons borrowing the items:
 - are to provide the labor for transport
 - must stack the tables top to top to avoid scratching during transport.
 - will only use the tables and chairs located in the Fellowship Hall closet.
 - must lift and carry the items and not drag across the carpeting.
- D. All tables and/or chairs are to be returned to church within 48 hours after pickup.

Initials and Date of applicant to indicate understanding and agreement to guidelines. _____ Date: _____