

APPLICATION FOR USE OF FACILITIES/PROPERTY
Western Presbyterian Church
101 East Main Street, Palmyra, NY 14522
See Church Use POLICY Here

Applicant(s): _____

_____ Member _____ Non-Member (please check one)

Name of Organization (if applicable): _____

Address: _____

Telephone Number: _____

Description of Activity (or purpose of use): _____

Months, Day(s) of Week, and Time(s) Requested: _____

Anticipated Attendance: _____

Facilities you wish to use (room(s), organ, piano, etc.): _____

Will you use kitchen facilities? Yes _____ No _____

Special Arrangements? Yes _____ No _____

of Tables Needed: _____ # of Chairs Needed: _____

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: _____

Approved by: _____ Date: _____

***At the conclusion of the approved event, it is expected that the facility will be left in proper condition.**

PROPERTY COMMITTEE
Church Usage Guidelines

(All requests must be presented one month prior to date requested.)

I. To borrow tables and/or chairs:

- A. Members and employees of Western Presbyterian Church and the Rotary Club may borrow tables and/or chairs for personal use in accordance with the fee schedule currently in effect.
- B. Property Committee to be responsible for deposit, loan out and receiving of tables and/or chairs. All loan outs subject to church usage needs.
- C. No more than six (6) tables and/or fifty (50) chairs be loaned out to any one person. Persons borrowing tables and/or chairs are asked to contact the Church Usage Chairperson to arrange a time to pick up and return any items borrowed and to stack the tables top to top to avoid scratching during transport. (Tables and chairs to be borrowed must be taken from the closet area, not from the main floor, must be lifted and carried and not dragged across the carpeting.)
- D. All tables and/or chairs to be returned to church within 48 hours.
- E. \$100 deposit will be required prior to loan out, and can be left with the Church Secretary or the Church Usage Chairperson; to be forwarded to the borrower when tables and/or chairs are returned to the premises in proper condition.
- F. Any other loan out of church property must be approved by current Session prior to loan.
- G. The film projector and movie projector may be loaned at the discretion of the Church Secretary and the Pastor; any damages incurred to be recovered from the person borrowing these items.

II. Building Use:

- A. Approved church usage requires that the building, grounds, furniture, equipment, etc. be treated with respect and care. It is necessary 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. If food is to be stored on the premises, same must be placed in containers sufficient to deter mice, etc. If children are included in the group, proper supervision is expected. Alcohol and smoking are not allowed in the church building. Alcohol is not allowed anywhere on church property. If regular ongoing meetings are requested, a spokesperson must appear before the Property Committee to explain the details of the church usage; and, if approved by Property Committee, will then be referred to the church's Session for final approval.

- B. Charges for building usage as currently scheduled can be obtained from the Church Usage Chairperson.
- C. Any use of the kitchen or equipment therein requires approval of the Women's Association Kitchen Usage Chairperson. Use of the Kitchen stoves, dishwasher, etc. is available only when a member of the church familiar with the operation of same is in attendance for the entire approved event, including the clean-up and removal of foods from the refrigerator, stove, etc.
- D. At the conclusion of the approved event, it is expected that the facility will be left in proper condition, and it is necessary to be certain that all lights, equipment, etc. are turned off and, when applicable, the doors properly secured. If a church key has been obtained, it is necessary to return same to the Church Secretary or the Church Usage Chairperson.
- E. Building use for weddings is detailed in a separate "Wedding Policies" guide.
- F. Food and beverages are not allowed in the memorial parlor. Exceptions to the policy allow the Ox Roast Committee to store and ready desserts to be served at the annual dinner; and usage of the room for the Junior High submarine sandwich sale. (It is noted that the Ox Roast Committee covers the area to protect the carpeting.)

Approved 4/27/99