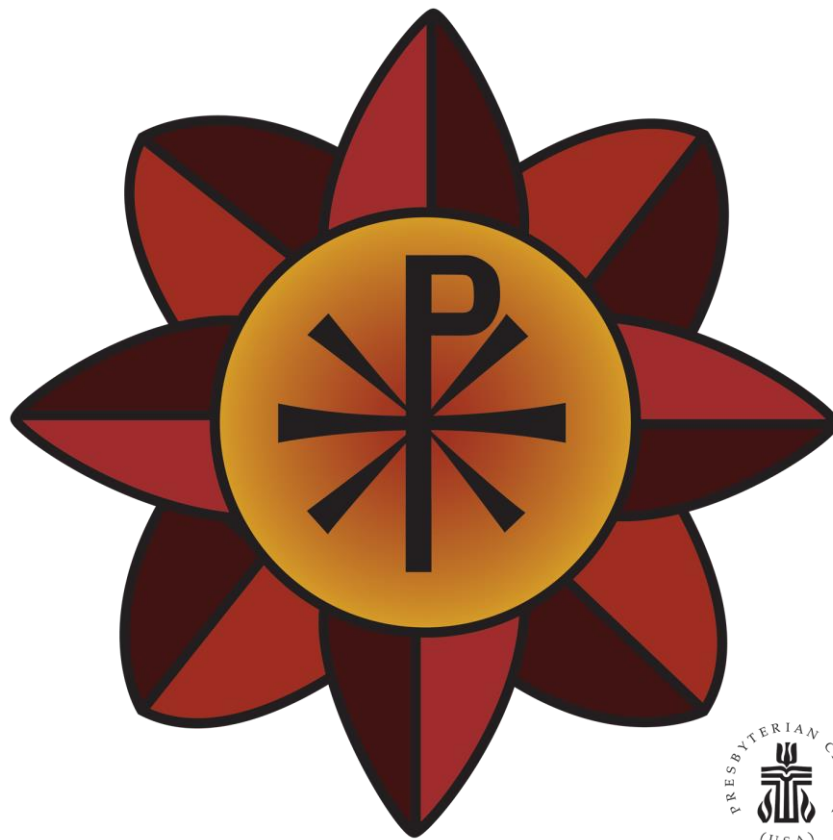


WILLIAMSBURG PRESBYTERIAN CHURCH

FACILITIES USE POLICY



ADMINISTRATION MINISTRY

Approved October 21, 2015

Revised March 23, 2017

Williamsburg Presbyterian Church (“WPC”)

Request for Use of WPC Facilities by Outside Organizations

Part A - General Conditions

The Session of Williamsburg Presbyterian Church reserves the right to change WPC’s Facilities Use Policy and related policies and practices at any time.

There are separate policies for Weddings and Funerals. To the extent those policies differ from this document, the Wedding and Funeral policies govern for their respective events.

Permitted Uses

Refer to the Williamsburg Presbyterian Church Facilities Use Policy (attached as Addendum 1) for a description of permitted uses.

Timing of requests

Requests for use of WPC facilities by an outside organization (“Using Organization”) may be made up to one year prior to the event. For requests involving multiple dates, the request may be made up to one year prior to the earliest of the dates being requested. Multiple dates included in a single request may not span a period in excess of eight months (i.e., the request for use cannot be more than 20 months before the last date included in the multiple date request).

Advent through Christmas and Lent through Easter – Because of the special nature of these seasons, WPC conducts numerous services and activities. WPC will not approve requests for use of its facilities during these periods more than 60 days prior to the event. Any exceptions will require advanced approval of the WPC Administration Committee.

Submission and Action upon a Request

The Using Organization initiates a request by completing Part B of this form and submitting the entire form to WPC’s Church Administrator. WPC will determine

- (1) whether its Facilities Use Policy permits the requested use;
- (2) whether the requested date(s) is/are available, and
- (3) whether any special requests can be accommodated.

If the use of WPC facilities is approved, the Church Administrator will complete Part C of this form, including calculation of the Facilities Use Fee, and will return the form to the Using Organization for signature in Part D.

When returned to WPC’s Church Administrator, the signed form will constitute the agreement between WPC and the Using Organization.

A request for use of WPC facilities has not been finalized until signed by both the Using Organization and WPC.

WPC endeavors to respond to all requests with an approval or rejection within one month. You may wish to contact WPC regarding the status of your request if you have not received a response within that time frame.

Restrictions on Movement of Furniture and Other Items in the Sanctuary

As a general rule, WPC does not allow furniture, fixtures, instruments or decorations to be moved to accommodate an event by an outside organization. Exceptions may be made when a persuasive argument is made that such alterations are necessary for the event to be appropriately presented. Only WPC personnel are permitted to move furniture, fixtures, instruments or decorations and a fee will be charged (see schedule of Facilities Use Rates attached as Addendum 2).

Rules for Facilities Use

The Using Organization agrees to comply with Rules for Use of the Williamsburg Presbyterian Church Facilities, a copy of which is attached as Addendum 3.

Facilities Use Fee

WPC will determine the Facilities Use Fee to be charged and stated in Part C of this form. You may refer to the attached schedule of Facilities Use Rates (Addendum 2) to estimate the Facilities Use Fee; however, WPC's determination of the Facilities Use Fee will be binding.

Deposits and Payment of Fees

A facilities use deposit of \$100 is required when the request has been approved and confirmed.

A deposit of one-third of the Facilities Use Fee shall be paid to WPC two months before the date of the event. The \$100 facilities use deposit may be applied against this deposit requirement. The balance shall be paid within one week after the date of the event.

A damage deposit of \$250 shall be paid to WPC (checks should be payable to Williamsburg Presbyterian Church) two months before the date of the event. If the pulpit is scheduled to be moved as part of the use of the facility, an additional movement fee/damage deposit shall also be paid two months prior to the event. If WPC's post-use check confirms that there has been no damage (other than normal wear and tear), the damage deposit will be returned. WPC will endeavor to forward such refunds within one week after the date of the event. If there is damage, WPC will repair the damage in the most cost-effective way using the damage deposit, and return any unused portion of the damage deposit upon completion of repairs.

All moving of sanctuary furniture or the pulpit will be done by and/or supervised by the WPC facilities management staff. Although extreme care will be taken by the WPC personnel in moving furniture, any damage resulting from moving furniture or the pulpit in the sanctuary

will be the responsibility of the using organization. Costs for repairs or replacements will be subtracted from the damage deposit.

Pulpit Moving

When the Facilities Use Request includes movement of the pulpit, and/or sanctuary furniture, a movement fee/damage deposit will be assessed for each day of the requested use. WPC reserves the right to move the pulpit, and/or sanctuary furniture back to its regular position to serve church needs as they arise.

After the event, the number of times the pulpit and/or sanctuary furniture *was not* moved will be calculated. The unused fees will be refunded, subject to confirmation that the pulpit and/or sanctuary furniture was not damaged (see Deposits and Payment of Fees above).

Insurance

The Using Organization must provide WPC with proof of liability insurance coverage in the amount of \$1,000,000 and a waiver of subrogation two months prior to the date of the event. The certificate of insurance must include Williamsburg Presbyterian Church as additional named insured. Further, by signing Part D of this form, the Using Organization indemnifies and holds harmless WPC, its officers, employees, and agents, against any liability, penalties, damages, expenses, including reasonable attorney's fees, by reason of injury or claim of injury to person or property of any nature arising out of the use, occupation, and control of WPC facilities by the organization and any person present during use.

Cancellation

If the Using Organization cancels its scheduled use at least 60 days prior to the date of the event, the only charge will be the forfeiture of the \$100 facilities use deposit. For cancellations less than 60 days prior to the event, the deposit of one-third of the Facilities Use Fee will be charged as a cancellation fee. Damage deposits paid will be returned if an event is cancelled.

WPC reserves the right to cancel scheduled events in extraordinary unforeseeable circumstances such as natural disasters or tragedies making WPC's facilities unavailable, where public safety is involved, or the event is determined by WPC to be inappropriate in light of the circumstances. All deposits will be refunded if WPC cancels a scheduled event.

Promotion of the Event

WPC's name may be used by the Using Organization solely to identify the location of the event. The Using Organization must obtain WPC's prior permission to use WPC's name in any other manner (such as stating or implying that WPC is organizing, supporting or promoting the event).

Questions

If you have questions regarding this form or WPC's general policies regarding use of its facilities, you may contact WPC's Church Administrator at (757) 229-4235 or lbundick@mywpc.org.

Part B – Request for Use of Williamsburg Presbyterian Church Facilities

Name of Organization/Group/Individual (“Using Organization”):

Mailing Address _____

Contact Person _____

Mailing Address _____

Phone number _____ Email _____

Is Organization/Group/Individual (“Using Organization”) a non-profit organization? _____

For-profit organizations shall not be allowed to use the facilities unless the WPC Session grants a special exemption. Proof of non-profit status may be requested of the sponsoring organization.

Event Information

Type of event (For musical events, include the nature of the performance and number of performers) _____

Space requested _____

Event date(s) _____

On-Site Hours: **From** _____ o'clock (AM/PM) **To** _____ o'clock (AM/PM)

Set Up Time: _____ o'clock. **Event Start Time:** _____ o'clock.

Estimated number of people attending the event(s) _____

Requested Use of WPC instruments: Organ _____ Sanctuary piano _____

Choir room piano _____ Fellowship Hall piano _____

Requested use of Sanctuary sound system: Yes _____ No _____

(Note: The sound system may only be operated by WPC approved personnel, who may not be available. See the schedule of Facilities Use Rates for the associated costs.)

Requested use of Kitchen: Yes _____ No _____ Hours _____

Other relevant comments/information/requests (including requests for movement of any items in the sanctuary, including request for moving pulpit):

Summary of requested use (please include all rehearsals and other preparatory or post-event activities – add pages, if necessary):

Date	Start Time	End Time	Activity	Space Requested	Instrument Requested

Proof of Insurance:

Does Using Organization have liability insurance coverage in the amount of \$1,000,000? _____. Please attach a copy of a current insurance certificate.

If event is approved, additional insurance requirements regarding additional named insured and rights of subrogation will be required, as detailed in the policy under Insurance.

Part C – WPC Approval

- Requested use of WPC facilities has been **approved** _____ **denied** _____
- If use is approved, it was approved:
As requested ____ or **As modified** ____ (see request for required modifications)
- Facilities Use Fee \$ _____
 - Use Fee Deposit **\$100** – due _____. (This remittance will be deducted from the total assessed Use Fee upon settlement at the conclusion of the event.)
- Security Deposit of **\$250.00** / IF pulpit is being moved, an additional Damage Deposit of **\$200.00 (per day of use) will be required.**

Note: Security Deposit is due to WPC **no later than**
_____.

All checks should be made payable to Williamsburg Presbyterian Church.

Williamsburg Presbyterian Church, *by*

Lynne B. Bundick
Director of Administration Ministries

Date

Part D – Using Organization/Individual Acceptance

I/We have read and understand Part A of this form (General Conditions), the Williamsburg Presbyterian Church Facilities Use Policy (attached as Addendum 1), the Rules for Use of the Williamsburg Presbyterian Church Facilities (attached as Addendum 3), the Rules for Safeguarding the Well Being of Children and Youth (attached as Addendum 4).

I/We accept and will comply with the terms of use of the Williamsburg Presbyterian Church facilities as set forth herein, including the attached addenda. ***If the requested terms have been changed, the WPC representative will initial the changes. The Using Organization/Individual must also initial the changes to evidence that you agree with the changes before the agreement is considered approved.***

Name of Organization/Individual (Please PRINT)

By _____ Date _____
(SIGNATURE)

(Please include your title if you are the signing authority for the organization.)

Williamsburg Presbyterian Church

Facilities Use Policy

The facilities of Williamsburg Presbyterian Church (“WPC”) exist for the purpose of fulfilling WPC’s mission in service to God and Jesus Christ, the Head of the Church. WPC’s mission incorporates the great ends of the church: the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world. The foregoing comprises the foundation upon which WPC established this Facilities Use Policy, with an understanding that WPC should strive to be hospitable to those who wish to use its facilities just as God is hospitable to us.

A distinction must be made between use of the sanctuary and use of fellowship hall, classrooms, meeting rooms and other facilities. The sanctuary is a special place for worship and serves as a reminder and visible indicator that God is present among us. Therefore, the standard for sanctuary use must be high. Anything that detracts from or is inconsistent with the purpose of the sanctuary, or is irreverent or disrespectful, shall be deemed inappropriate. Examples of inappropriate activities include satirical music, music that does not reinforce or celebrate the glory of God and God’s creation, and comedic/satirical presentations. Food and drinks shall never be allowed in the sanctuary.

The standard for use of other church facilities is not as restrictive as for use of the sanctuary, but all use must be respectful and in good taste. An activity or subject matter can be considered in good taste if it is something by which most of our congregation would not be offended. Good taste does not preclude addressing controversial issues if they are consistent with the mission of the church and presented in way that respects others’ dissent or discomfort with the issue, e.g., discussions on Israel/Palestine, homosexuality, war, or capital punishment. Issues should not be automatically considered in bad taste because members may vehemently disagree or might be offended by the topic or the discussion.

Facility Uses

WPC permits its facilities to be used for the purposes and by the organizations listed below. They are listed in the order of WPC priorities.

1. Worship services
 - a. WPC worship services
 - b. Marriages and funerals
 - c. Worship services of other churches
2. Activities of WPC staff, ministries, committees and other WPC organizations
3. Activities conducted under the auspices of, and sponsored by, the WPC Session or its Ministries. Sponsorship requires a member of Session or the Ministry involved to be in attendance at the activity, and that the activity be consistent with the mission of the sponsoring group.
4. Activities arranged primarily for WPC members not related to specific church function or ministries. These activities are meant to celebrate a special occasion in the life of WPC.

5. Community activities consistent with the mission of the church such as concerts, lectures, and meetings conducted by non-profit organizations. Proof of non-profit status may be requested of the sponsoring organization.

For-profit organizations shall not be allowed to use the facilities unless the WPC Session grants a special exemption.

Williamsburg Presbyterian Church

Facilities Use Rates

Generally, WPC restricts use of its facilities by outside organizations to non-profit organizations that have a mission that is compatible with that of WPC. This schedule of facilities use rates applies to those organizations. Use by for-profit organizations may only be approved by the Session of WPC, in which case different rates may apply. Please direct any inquiries to the WPC Church Administrator at (757) 229-4235 or lbundick@mywpc.org.

Facility/Equipment	Rate
Sanctuary	\$225
Sanctuary organ Tuning fee (if requested or needed)	\$100 (\$250)
Sanctuary piano Tuning fee (if requested or needed)	\$25 (\$125)
Sanctuary sound system	\$50 per hour (\$100 minimum)
Moving sanctuary furniture, fixtures or decorations (these are exceptions to WPC's policy that need explicit approval) Pulpit = \$200 per move or day	\$25 to \$100 (dependent upon the extent of effort required)
Choir room	\$50
Fellowship Hall	\$125
Fellowship Hall piano Tuning fee (if requested or needed)	\$25 (\$125)
Kitchen (e.g., small group with coffee/tea - \$25; larger group with food preparation required - \$100)	\$25 to \$100 (rate depends on number of people and nature of use)
Hall below sanctuary (Room 049)	\$50 to \$125 (rate depends upon amount of space used)
Other rooms - Large	\$50
- Small	\$25
Cleaning fee - sanctuary <u>or</u> Fellowship Hall	\$100
- sanctuary <u>and</u> Fellowship Hall	\$125
- other rooms (including kitchen)	\$25

Note: For multiple events booked through a single request, the rates charged for space **may** be reduced from that shown above.

Williamsburg Presbyterian Church

Rules for Use of the Facilities

All groups given permission to use the Williamsburg Presbyterian Church facilities are responsible for the care of the property. This includes the physical plant as well as all contents. A damage deposit is required prior to each event. For details please refer to *Part A - General Conditions/Deposits and Payment of Fees* in the "Request for Use by Outside Organization" form.

It shall be the duty of each applicant to apprise its members and guests of the following rules and regulations and to make sure they are enforced. In addition to the General Rules, which apply to everyone in every part of the WPC complex, there are additional rules specific to the use of the sanctuary and the kitchen.

GENERAL RULES

1. There is no smoking anywhere inside the Williamsburg Presbyterian Church complex.
2. Guests are not permitted to use space not designated in the Request for Building Use form and are not permitted to roam the building.
3. Guests are to be respectful of the Church's property, and excessive noise, shouting, or boisterous behavior is not permitted.
4. Children are to be properly chaperoned at all times.
5. Animals are not permitted on the property, except working dogs for the disabled.
6. The kitchen is available for use by non-WPC organizations with prior approval.
7. If chairs or tables are moved in any of the rooms in the church complex they are to be returned to their initial setup after use.
8. Anyone desiring to use WPC musical instruments, i.e. organs and pianos, must obtain prior permission from the Church organist.
 - a. Any changes in the organ's memory levels require pre-approval of the WPC Organist.
 - b. If piano tuning is desired, the person/organization must make arrangements with the WPC organist who will provide a schedule of fees and will schedule the service. Payment for tuning should be made to Williamsburg Presbyterian Church.
9. Sale of materials such as CDs, DVDs and other items may be permitted in certain areas of the complex with prior approval. No materials may be sold in the sanctuary.
11. Use of audio equipment must be approved in advance.
10. Lights should be extinguished before leaving the premises.

11. All non-WPC groups must vacate the premises within 30 minutes following the close of their event, but no later than 10:00 p.m. unless specific prior arrangements have been made.

SANCTUARY

1. Furniture may only be moved with the express prior authorization of the Williamsburg Presbyterian Church, and must be moved by and/or supervised by the WPC facilities management staff.
2. Anyone desiring to use WPC musical instruments, i.e. organs and pianos, must obtain prior permission from the Church organist.
 - a. All guest organists must be pre-approved by the WPC organist.
 - b. Any changes in the organ's memory levels require pre-approval of the WPC Organist.
 - c. If piano tuning is desired, the pianist/organization must make arrangements with the WPC organist who will provide a schedule of fees and will schedule the service. Payment for tuning should be made to Williamsburg Presbyterian Church.
3. Use of the audio equipment in the Sanctuary is not permitted unless approved in advance and operated by WPC personnel.
4. Pew cushions may not be removed.
5. Hymnals and Bibles may not be removed.
6. Requests to add any decoration to the space must be described in detail on the written application. No nails, screws, tacks or tape may be used, ever. All requests for decoration of any kind must have specific approval.
7. Candles are not permitted during non-church events.
9. No items, including CDs and DVDs, may be sold in the Sanctuary.
10. The Sanctuary is a place of worship, and guests are to be respectful and act appropriately.

KITCHEN

1. Everything placed in the refrigerator must be labeled with a name and date of initial refrigeration. Everything will be removed after 10 days, with the exception of unopened sodas, juices and other items in original containers.
2. Everyone who uses the kitchen is responsible for cleaning up after him or herself. This means no dirty dishes in the sink, no dishes left on the counter, no crumbs on the counter. Food particles should be removed from the sink and the sink cleaned. All work surfaces must be wiped clean and all items used are to be put away where you found them.

3. Empty the coffee pots and urns after use, and dispose of the grounds in the trash. Coffee urns and cold drink dispensers must be cleaned, dried and replaced on the shelves where they were found.
4. Sharp knives are never to go in the dishwasher and must be washed and dried by hand.
5. Towels must be air dried before being placed in the dirty towels container. If towels must be left out to dry please put them in the proper container for washing by the next day.
6. Pots and pans should not be removed from the kitchen. If you absolutely must, they need to be signed out and returned no later than the next morning. A sign out sheet is posted in the kitchen.
7. When supplies are running low or if you use the last of something, please indicate that on the Supplies Requisition Form located in the kitchen.
8. Every ministry or group using the kitchen must appoint a contact person responsible for liaison with the Facilities Manager. A list of contact persons will be posted in the kitchen.
9. The dishwasher is available for use. ***It must be turned on at least 10 minutes prior to use.*** Use the flat bottom trays for flatware and cups, the goblet trays for glasses and the dish trays for the dishes of all sizes. When the event is over, the stainless steel counter at the dishwasher must be washed and dried. The dishwasher's trap should be emptied and cleaned.

Please note: *The dishes are generally air dried due to the high temperature used by the dishwasher, but it is acceptable to dry them with the towels.*
10. All flatware should be dried with towels and then placed in the appropriate storage areas.

(NOTE: The following Additional Conditions and Requirements were previously included Addendum 5. To consolidate, Addendum 5 was added to Addendum 3, unless specifically addressed in other parts of the agreement.)

ADDITIONAL CONDITIONS AND REQUIREMENTS

1. Building access is available only while the WPC authorized representative assigned to this event is present. Fee is based on access for a four-hour time block. Additional time must be reserved in advance and will be subject to an additional fee.
2. Failure to adhere to this agreement will result in the complete forfeiture of ALL deposits.
3. The WPC authorized representative is authorized by the Session to enforce this agreement and will have a copy available upon arrival.

4. Any additions or changes to this agreement must be approved by the WPC authorized representative. Any additional fees from additions or changes to this agreement must be paid prior to the event.

Williamsburg Presbyterian Church
Rules for Safeguarding the Well Being of Children, Youth and
Vulnerable Adults

I. Supervision Policy

Two Adults in Attendance. Two adults must be in attendance for all activities at the church involving children, youth or vulnerable adults.

II. Visual Access to Classrooms and Meeting Rooms

All classrooms, nurseries, and other rooms in which any activity involving children, youth or vulnerable adults are being held must have unobstructed visual access from within the building, whether by open door or through a door-window.

III. Acts Prohibited by this Policy

1. Any display or demonstration of sexual activity; physical, emotional or mental abuse; insinuation of abuse; or other forms of abusive conduct toward a child, youth or vulnerable adult.
2. Physical neglect of a CYVA, including failure to provide adequate supervision in relation to the activities of the church;
3. Sexual advances or sexual activity of any kind between any adult and a child, youth or vulnerable adult; or discussions of any sexual encounters with or around children, youth or vulnerable adults in any way.
4. Possession of pornographic, obscene or sexually explicit materials of any form at any church related or sponsored activity. This shall not preclude WPC from conducting sex education classes for the youth, as long as the course materials and leaders are appropriate for the age of the youth and agreed upon by the DEM and CE Ministry.
5. Possession of or being under the influence of illegal drugs;
6. Consumption of or being under the influence of alcohol while leading or participating in any church related or sponsored activity for CYVA.
7. Inappropriate language or actions that would create an unsafe environment for all participants.
8. Carrying or concealing of weapons or firearms.

The list above is intended to be exemplary, not all inclusive; rules of common sense apply.

IV. How to Report a Suspected Violation

A. General Information

1. In order to maintain a safe environment for children, youth and vulnerable adults, individuals responsible for conducting events at WPC must be aware of their personal responsibility to report any questionable conduct or situation thought to endanger children, youth or vulnerable adults, or to be in violation of this Policy.
2. All questions or concerns of any suspected violation or abusive behavior shall be directed to the individual(s) responsible for conducting, overseeing or supervising the event. Additionally, the WPC Head of Staff (or in the absence of the Head of Staff, the WPC Church Administrator) must be notified of the occurrence within 24 hours of the incident.

B. Mandatory Reporting

1. Anyone can report suspected child abuse or neglect, but if you are identified in the Code of Virginia as a mandated reporter or you have received training in recognizing and reporting suspected child abuse and neglect, you are required by law to immediately report your concerns to the local department of social services or to the Child Abuse and Neglect Hotline.
2. For more information and important reference, please refer to the Virginia Department of Social Services.

C. Persons Who Witness a Possible Violation.

1. Take all reasonable steps to protect the child from further injury or harm; do not leave the child, youth or vulnerable adult in order to report the incident.
2. As soon as possible, make notes of what you observed about the incident and report it to the appropriate person in charge of your event at WPC and as Noted in A above. Quick reporting is important and required.
3. Do not personally confront the person accused of or thought to have violated this policy; immediately contact the Head of Staff or appropriate program staff member to report.

D. Persons to Whom Violations are Disclosed

1. Upon notification of a potential violation, record all available information on the Incident Report Form (Appendix A).
2. Ensure appropriate, local, State and Presbytery authorities are notified (see Appendix A).
3. Notify family members of the victim immediately of the suspected abuse or neglect.

APPENDIX A –FACILITIES POLICY

WILLIAMSBURG PRESBYTERIAN CHURCH
CHILD/YOUTH/VULNERABLE ADULT PROTECTION POLICY
INCIDENT REPORT FORM

THIS DOCUMENT IS STRICTLY CONFIDENTIAL

Note: Timeliness of reporting is essential. Therefore, do not delay in making an initial report even if all of the information required by this form is not immediately available. Use additional pages if more space is required to provide full responses.

Incident Date: _____ Time of Incident: _____

Name of Alleged Victim: _____ Age: _____

Address of Alleged Victim: _____

Telephone Number: _____

Description of incident: _____

Name of person accused of alleged abuse: _____

Injuries Noted: _____

Witnesses: _____

Description of any action taken: _____

Reporting Individual Name / Signature:

_____/_____

Phone: _____ Address: _____

Reported to: (Head of Staff or Other Appropriate Staff): _____

Date and Time: _____

Direct Quotes/Statements of Victim (NOTE: Do not interview the victim; report only statements or comments shared with you by the victim): _____

Name of Parent/Guardian: _____

Notified: Yes _____ No: _____ Time/Date of Notification: _____

Summary of Conversation: _____

Call to Local Authorities - City of Williamsburg Police Department: 757-221-2331 or 911 (If Emergency):

Date / Time: _____

Spoke With: _____ Position: _____

Contact Number: _____

Details of Conversation: _____

Other Actions Taken: _____

