

MEETING/GROUP BUILDING USAGE REQUEST FORM		Event Date:
Event/Meeting Name:	Number of People Attending:	
Contact Name: Phone #: Email:	Setup Time: Event Time:	
Church Representative: Alcohol to be Consumed? Y / N Session Approval Required (Date:	Is this a recurring usage? Y or N (circle one) If so, what frequency? Weekly Monthly Quarterly	

Meeting/Usage Details		
Event Location in the Church	Set Up & Equipment Needs (circle size)	#
Sanctuary (capacity 250 people)	Rectangular Tables: 6ft / 8ft	
Fellowship Hall (capacity 120 standing/60 seated)	Round Tables: 3ft(high top) / 4ft / 5ft / 6ft	
Chapel (capacity 35 seated)	Folding Chairs: padded(50 avail.) / metal(110 avail)	
Loft (capacity 100 people)	Sanctuary Sound: Microphone On	Y/N
Gym (capacity 200 people)	Gym Sound System (by special request only)	Y/N
Main Kitchen Serving Area	Projector Screen: Small / Large / Sanctuary	
Library (capacity 20 seated)	Hybrid Meeting Setup: Library / Conf. Rm	
Conference Room (capacity 12-15 seated)		
Classrooms	Additional Information	
Art Classroom # 126		
Theater Classroom # 128		
Club % Room # 131		
North Classroom #355		
South Classroom #356		
Preschool Level (program use only)		
Outside: NE Grass, Main Lot, Lower Lot		

- All church usage requests must be submitted to the church office for approval & to be added to the calendar.**
- Submit online: wpcslc.org/request-building-usage
 - Send this form via Email: communications@wpcslc.org
 - Leave the form in the "incoming" mail basket in the main entrance foyer/lobby.
 - Send an image of this form via text: Courtney 801-656-9925

Church Office Use		
Date Received:	Approved? Y / N	Added to the Calendar? Y / N

POLICY FOR FACILITY USE

Wasatch Presbyterian Church

1626 S. 1700 E. SLC, UT 84108

Phone 801-487-7576 ext 101

Permission to Use

1. "Internal Groups" are those who are under the supervision of the Session of Wasatch Presbyterian Church (Wasatch) or the Presbytery of Utah/Shared Ministries of Utah. All other groups are "External Groups".
 - a. Internal groups shall have priority use of the WPC facility.
2. The following are the steps required for either an Internal or External Group for making a request and receiving permission to use the church facilities:
 - a. All groups must initiate the process by submitting a building use request form (main entrance lobby or online) or by contacting the church office (communications@wpcslc.org) about the date, time and location availability.
 - b. Once approved the following must be submitted:
 1. Signed Contract, Deposit (\$250) *if applicable, ID of responsible party, Copy of insurance *if applicable
 2. Payment must be received at least (1) week before event.

Rules For Use

1. No alcoholic beverages are allowed on church property without specific consent of Session.
2. No smoking is allowed whatsoever in or around the church building.
3. Special permission is required for animals to be indoors other than certified service animals.
4. Wasatch facilities cannot be used for partisan political purposes, money making, fundraising or commercial purposes without the special permission of Session.
5. Wasatch is not responsible for children of attendees at events. Children must be supervised at all times.
6. External groups must request and receive permission for refreshments.
7. The group must bring its own expendable supplies: Paper, pencils, pens, tablecloths, napkins, plastic eating utensils, coffee, tea, cream and sugar, paper plates and cups.
8. Red punch or colored beverages are not allowed.
9. The church's coffee services or tea services may not be used without prior permission.
10. If a kitchen is used, it must be left clean.
11. External groups must request and receive permission to use church dishes.
12. Users should load and start the small dishwashers.
13. If the Main Kitchen is used, groups must be trained how to use the commercial dishwasher and stove.
14. Users are responsible for cleaning the food preparation area and having the dishes rinsed and stacked in the dishwashing area.
 - a. Health codes require that dishes be washed in the dishwasher.
15. The church office must approve any decorations or equipment.
 - a. Candles may not be carried.
 - b. External groups are not allowed to move or alter anything in the building without prior approval.
16. In case of snow, Wasatch will be responsible for plowing and shoveling.
17. The church office must approve all advertising and/or signage printing in newspapers, TV or radio.
 - a. Wasatch is willing to advertise the event on the community board both in the church and on the website.
 - b. If the event is an Internal Group then advertising can be sent to communications@wpcslc.org to be distributed in the weekly announcements, weekly email blast and Sunday bulletin.
18. If a group is using the gym, then there can be no black-soled shoes.
19. Any damage to Wasatch must be reported in a timely manner. Outside groups who do not use the facility appropriately will not be welcomed back.
20. Within twenty-four to forty-eight hours the facility manager will inspect the used areas. If there is damage, the group will be notified.
 - a. Wasatch retains the right to use a professional firm of its choosing to make the necessary repairs. The cost will be deducted from the initial deposit of \$250. Should the cost of repair exceed \$250, Wasatch will meet with the spokesperson for the group to discuss options.
21. The church office will meet with the group's representative and establish the total costs for the event.
 - a. These costs are due and payable one week before the event or rehearsal or as stated in the contract.

Updated December 2019