

BUILDING USE POLICY

Use of WPCC building and grounds must be approved by the Church Trustees.

Approved uses are to be submitted to the Administrative Assistant for scheduling on the church calendar. (Request Church Use Request form on-line or in the church office.)

The Congregation's use of the Church property receives priority.

Parts of the church building or grounds may be used by groups or individuals for family gatherings, educational or civic programs for which the Church will receive a donation to defray the costs of extra cleaning, heat, light, and other maintenance expenses.

Members of the Congregation may use the church for weddings and funerals without a fee. Non-members are asked to make a donation depending on the facilities uses. (See scheduled of suggested donations and fees.)

Organizations and their uses must be non-commercial and not for profit, with the exception of fundraising for causes approved by the Trustees.

The following are **not permitted** on Church property: political events, consumption or possession of alcohol, smoking, firearms, or gambling. This includes raffle ticket sales, bingo, games of chance, and auctions which depend on chance selection of bids. Petitions for signing on church property must conform to IRS rule for non-profit organizations and must be first approved by the Church Council.

The Church building and grounds will be available in the event of natural or man-made disasters and emergency situations.

Building Use Procedure

Groups using the church must adhere to the following:

- 1- Become familiar with the Trustees "Use of Church Policies"
- 2- Complete the Space Use Form (attached or on-line)
- 3- Be respectful of other groups using also using the church before, during, or after your event
- 4- Follow elevator use procedures as posted (Always return to lower level whe done)
- 5- Know location of fire extinguishers. Lists of extinguisher locations and emegency numbers are posted by phones.

When Leaving:

- 1- Clean up and re-set chairs and tables that your gorup used
- 2- Close and lock doors and windows
- 3- On thermostat, press button that says "run: or "run set". The exception is in the Chapel thermostat which should be set a 55 degrees.
- 4- Turn out lights
- 5- In kitchen, follow procedure for hot water switch in utility room off the kitchen and turn off electrical appliances.
- 6- In Chapel follow procedure for hot water switch next to sin,k. Coffee brewing instructions are taped to inside of cupboard door.
- 7- Return tablecloths cleaned and ready for their next use. There are istructions on the door of the tablecloth cabinet.
- 8- Notify the administrative assistant of any damage or situation requiring the Church's attention.
- 9- Leave requested donation in Church office or send to:
West Parish Congregational Church
P.O. Box 23, Bethel, ME 04217
- 10- Schedule of requested donations is attached to WPCC Space Use Requested.

WPCC SPACE USE REQUEST FORM

TO: WPCC Trustees

Date Request Made _____

Requesting Organization or Individual (_____ new _____ ongoing)

Organization's Contact Person _____

Telephone no. _____

E-mail _____

Requested Date and Time _____

Purpose _____

Space Requested (please check all that apply)

_____ Chapel _____ Dining Room _____ Kitchen _____ Sanctuary

Appropriate Donation (per schedule of suggested donation and fees) _____

Note: This completed form constitutes official agreement between WPCC and the party approved to use Church space.

Trustee Signature _____ Date _____