

FACILITIES USE AGREEMENT – 2015
Westminster Presbyterian Church
 3598 Talbot Street, San Diego, California 92106
 619-223-3193

DATE OF INTENDED USE _____ 2nd Date Choice: _____

TIME OF USE (Start and finish) _____ Email Address: _____

PERSON MAKING RESERVATION _____ PHONES (1) _____ (2) _____

ADDRESS _____

NAME OF GROUP / EVENT _____ NUMBER OF PEOPLE ATTENDING _____

TYPE OF ORGANIZATION __Church __Private __Service __Entertainment __Community __ Other (Explain) _____
 IS THIS A NON PROFIT GROUP? _____

FACILITIES AND FEES (Please check the box in front of the area you wish to use)

PARK Amphitheatre Play Lawn (The entire park is available for shared use) **Indicate Wedding Package #** _____

FEES: For groups using the park, the fee is \$2 per person (children and adults). For groups over 50, fees will depend on the type and extent of use. For Weddings, the fee for the use of the park or amphitheatre is \$200 (see wedding ceremony material).

BUILDINGS Kitchen (\$60) Library (\$60) ** Classroom (\$60) Additional Classroom (\$15)
 Sanctuary (\$400) ** Theatre (\$150) ** Theatre set up with tables & chairs for meals. (\$200)
 Lobby (\$60) ** Lighting Technician Fee (\$50 per night) Custodian, if available (\$50)
 ** (Requires Signed Use Agreement and \$75 Cleaning Deposit)

RESTROOMS **Building** **Park Restroom (Requires Signed Use Agreement and \$25 Key Deposit)**

PARKING Parking areas **are not reserved**, but please indicate your need: Upper Lot Lower Lot Both Lots

Reservations must be obtained from the Church Secretary **in writing** for all Church and Non-Church groups and must be **renewed annually** for those groups using the facilities on a regular basis.

SESSION APPROVAL REQUIRED FOR Non-church organizations using the buildings or the park (if over 50)
FREE USE – All Westminster Church organizations.

PARK RULES

Fees are to be paid and agreement signed in advance of park use. Only one Astro Jump is allowed. Certificate of Liability required for Astro Jump and all vendors serving parties in the Park.
 Groups are to clean up, remove trash and restore order. Groups will be held responsible for any damage.
 Restroom use is available upon acceptance of responsibility, completion of the Restroom Use Agreement and receipt of refundable deposit of \$25.00. Deposits refunded when key is returned.
 Alcoholic beverages and smoking are not allowed in any building or outside area.
 Dogs are to be on a leash and under owners control at all times. Pets are not allowed in buildings.

BUILDINGS RULES

All areas must be left in order and clean.
 No one is to be allowed in the light and sound booth without the approval of the Session Elder for Vanguard Theatre.
 No modifications or attachments are to be made to any part of the building without the approval of the Property Management Elder

NOTE: The Session of Westminster Presbyterian Church reserves the right to refuse requests for group use or to waive part or all of the stipulated fees under conditions deemed appropriate. Requests for waiver of fees must be sent in writing to the Session of Westminster Church, which meets on the second Tuesday of each month except August.

LIABILITY & COMPENSATION FOR DAMAGES:

I, _____ take responsibility for any damages and / or injuries that my group may cause on Westminster Church premises. I understand that my group is using the park &/or buildings at its own risk and I and other members of the group will not hold Westminster liable for any injuries and damages which may occur.

Date _____

Signature _____

FOR CHURCH STAFF USE ONLY:

Date Certificate of Liability received: _____ Agreement reviewed by _____

Park use by small groups (under 50 individuals) _____, Church Secretary

Buildings use and Park use by large groups (50 and more) _____, Property Management Elder

Is session approval required? _____ Date of approval _____

Charges for above request are \$ _____

Coordination Required with: Pastor, Treasurer, Custodian, Vanguard, Director of Music, Organist, Christian Ed, Preschool

Director, Building Maintenance, others: _____

Requestor notified of approval/disapproval for facility use: _____ Date

Remarks:

THEATRE REGULATIONS

REGULATED PRODUCTIONS:

Organizations under the auspices of Vanguard Board or Westminster Church, including but not limited to:

- Shows with not more than 2 performers
- Vanguard supported shows i.e.
 - Shakespeare Society,
 - San Diego Ballet Company
- Vanguard Theatre productions

UNREGULATED PRODUCTIONS

Productions from the community. Including

- Private theatre groups,
- private dance groups (i.e. Flamenco)
- productions with over two performers.

<u>FEES:</u>	<u>REGULATED PRODUCTIONS:</u>	<u>UNREGULATED PRODUCTIONS</u>
Theatre Rental (per day)	\$150	\$500.00
Lighting Designer	\$ 50 (per performance)	\$300 (flat rate)
*House Manager	-0-	\$ 50

THEATRE USE CONDITIONS

Fee exclusions:

- Vanguard Productions
- Westminster Children's Theatre Workshop
- Other associated productions

Furnishings within the Theatre will not be moved without express permission of the House Manager or other authorized church member or officer. Church spaces will be cleared prior to Sunday morning including stage area, Sunday School rooms & Lobby

All imported stage furnishings, instruments, and sets will be struck immediately after the last performance.

NO PRODUCTION WILL EXTEND BEYOND ONE WEEKEND OR 3 CONSECUTIVE PERFORMANCES.

*(Vanguard Board member, Deacon or Elder)