

ROOM REQUEST (BUILDING USE) FORM

Westminster Presbyterian Church
 103 East Midland Street, Bay City, Michigan 48706
 Phone (989) 686-1360
 E-mail: office@wpcbc.org

For Office: Date Form Received ____ / ____ / 2026	In making this application, I certify that I have read, and agree to be in compliance with, the building use policies of Westminster Presbyterian Church.				Yes No	FACILITY Requested (check all applicable):
EVENT DATE:	Month	Date	Year	Time In	Time Out	<input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Sanctuary <input type="checkbox"/> Chapel <input type="checkbox"/> Conference <input type="checkbox"/> Session Room <input type="checkbox"/> Classroom(s) <input type="checkbox"/> Nursery Other _____
REPEATING DATE PATTERN:	DAY of WEEK:		WEEK of MONTH:			
	SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/>	THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/>	1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/>	4th <input type="checkbox"/> 5th <input type="checkbox"/> Last <input type="checkbox"/>	Every other week <input type="checkbox"/> Every other month <input type="checkbox"/> One Time Only <input type="checkbox"/> Ongoing <input type="checkbox"/>	
Organization and/or Contact Name: _____						
Event Supervisor/Responsible Party: _____						
Responsible Party Phone Number			Cell Phone/Work Phone			
Responsible Party Email Address					Member of WPC?	Yes No
Responsible Party Street Address: _____						
Activity Planned: _____						
Expected Attendance:				Admission Charge or Fees, if any:		
Request Type (for more information, see p. 4 of Building Use Policy):						
Recognized Groups Within the Church Individual Parties and Special Events for Church Members Outside, Non-Profit Individuals and Groups with Ongoing Relationships with the Church Individual Parties and Special Events with a church member sponsor Other meetings and/or events						
Number of Tables needed				Appliances to be used in the kitchen (if applicable):		
Special Set-up Instructions						
Audio/Visual Requests						

Is your group/event insured for liability of at least \$1 million?	Yes No	Is Westminster Presbyterian Church named as an “additional insured” on this policy?	Yes No	<i>Please attach a copy of your insurance policy to this form</i>
If children are present at my event, I certify that I have received, read, and will be in compliance with Westminster Presbyterian Church’s policy on Child Protection.			Yes No	
In making this application, I certify that I have read, and agree to be in compliance with, the building use policies of Westminster Presbyterian Church.			Yes No	
Name of Event Supervisor (Responsible Party)				
Signature of Event Supervisor (Responsible Party)		Date	____ / ____ /2026	

Reminder: This form expires on June 1st of the current year, at which point you must resubmit this form. Please attach insurance forms (if applicable) and the Indemnity Form included in the Policy Manual.

INDEMNITY, HOLD HARMLESS, AND INSURANCE AGREEMENT

Indemnity, Hold Harmless, and Insurance Agreement dated as of this _____ day of _____, 20____, by _____ (“User”) in favor of WESTMINSTER PRESBYTERIAN CHURCH OF BAY CITY, MICHIGAN (“Church”).

PREMISES:

WHEREAS:

User has requested that it be allowed to use a portion of the property located at 103 East Midland Street, Bay City, Michigan 48706 (“Property”) as more fully set forth in the *Room Request (Building Use) Form* submitted by User to the Church (“Proposed Use”); and

Church, reserving the right to condition use in any way it sees fit and to cancel use at any time, has agreed to said request on the condition that User agree to the terms and conditions set forth below.

NOW THEREFORE, in consideration of these premises and for other good and valid consideration, the receipt of which is hereby acknowledged, the User agrees as follows:

1. **Use of Property.** User has inspected the Property and has determined that it is suitable for the Proposed Use. In making that determination, User has not relied on any representations or warranties of Church or its members, employees, tenants, or any persons having an ownership or other interest in the Property. User accepts the Property “AS IS WHERE IS.”

2. **User’s Indemnity, Defense, and Hold Harmless Obligations.** User assumes full liability for any and all claims and damages arising out or in connection with User’s use of the Property or the use of the Property by any persons allowed (invited or not) on the Property by User. User shall to the fullest extent permitted by law defend, indemnify, and hold harmless Church and its members, guests, employees, tenants, and any persons having an ownership or other interest in the Property from and against any and all alleged or actual claims, losses, suits and damages (including attorney’s fees and legal expenses) arising out of or in any way connected with such alleged or actual claims, losses, suits or damages. This provision shall survive the Church’s withdrawal of permission to use the Property and User’s discontinuance of use of the Property.

3. **User's Insurance Obligations.** As a condition of its use of the Property, User shall name Church and its members, employees, tenants, and any persons having an ownership or other interest in the Property as additional insureds under a liability insurance policy containing terms and conditions acceptable to Church in its sole discretion. Policies required hereunder shall contain a provision that the insurance will not be canceled, materially changed, or not renewed without at least thirty (30) days' advance written notice to Westminster Presbyterian Church, c/o Finance Chair, 103 E Midland St, Bay City, MI 48706. If User does not carry insurance, provision 1 and 2 above still apply, and User agrees that they and/or their organization alone shall be responsible for any property damage, personal injury or death that may occur during the use of the premises. User and/or organization further agrees to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the activities.

User and/or organization further states that the individual(s) doing so are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation, the Building Use Policy manual, and this release by reading these documents before signing below.

Signed: _____ Name (print): _____

Organization Name (if applicable): _____

FOR COMMITTEE USE		Date of Action	____ / ____ /2026
Action	Comment		
Approved			
Denied			
Postponed			
Committee Moderator			

APPLICABLE FEE SCHEDULE

Wedding Fees			Total
Sanctuary	Non Member: \$150.00 Active Member: No charge		
Minister	Non Member: \$500.00 Active Member: No Charge (Honorarium at your discretion)		Paid directly to the Minister
Premarital Materials	\$20.00		
Facilities Manager	\$200		*\$35.00 per hour after 4 hours
Wedding Hostess	\$200		Paid directly to Hostess
Bulletin (Copying/Folding)	\$30.00		\$0.25 each for color bulletins
Video of Service	\$175.00		Must have 3 month notice; based on availability
Livestream of Service	\$175.00		
Reception in Fellowship Hall	\$150.00		Quoted with the expectation the building being cleared 4 hours after the start of reception. If more time is required, rates will be adjusted.
Kitchen Use (meal prep & clean up)	\$75.00		
			Grand Total:

Funeral Fees			Total
Minister	Honorarium at your discretion		Paid directly to the Minister
Musician Fee	\$150.00		Paid directly to the musician
Facilities Manager	\$100		*\$35.00 per hour after 4 hours
Building Use	Non-member: \$100.00 Member: No charge		
Bulletin (Copying/Folding)	Non-Member: \$30.00 Member: No charge		\$0.25 each for color bulletins
			Grand Total:

Use of Hall Fees (other than wedding & funeral)			Total
Fellowship Hall	\$100		
Facilities Manager	\$100		*\$35.00 per hour after 4 hours
Kitchen Use (meal prep & clean up)	\$50.00		
			Grand Total:

All checks must, unless otherwise noted must be made out to Westminster Presbyterian Church and paid in full before the day of the event.