



# Westminster

## Presbyterian Church

## Building Use Policies

### General Guidelines

- Renter will have access only to rented spaces, restrooms, and Westminster Commons.
- Events will not be scheduled during holiday building closures.
- Children under the age of 18 years of age must be supervised by an adult at all times. Renter will adhere to Westminster's [Child Safety Policy](#) for adult to child ratios.
- No alcohol, smoking, firearms, gambling or pets (except service dogs). Alcohol may be permitted when provided by licensed vendor in compliance with Westminster's [Alcohol Beverage Policy](#).
- Westminster staff will be on-site for the duration of all events exceeding 50 persons and where alcohol is to be served.
- Entry doors may never be propped open; doors will be monitored to ensure guests allowed access after Westminster's regular building hours.

### Reservations, Security Deposits, and Cancellations

- Reservations are taken on a first-come, first-served basis.
- One time rentals may be made a maximum of 12 months prior to the desired date.
- Rates for recurring commitments shall be negotiated on a case-by-case basis.
- Continued use of the space is not guaranteed each program year.
- Deposit of 50% is required at the time of booking along with the signed Use Agreement. Balance is due 30 days prior to the event; if the event is booked less than 30 days in advance, total payment is due at time of booking.
- Refund schedule - 30 days or more prior (50% of deposit and 100% of balance if paid); less than 30 days - deposit forfeited and 50% of balance if paid.
- In the event of inclement weather, Renter will be advised via email or text with information on closings or delay. Every effort will be made to notify as early as possible.
- Westminster reserves the right to change or cancel the reservation if the facility is needed for a church ministry or memorial services.

## Vendors

- Outside vendors providing entertainment and other materials must provide current certificates of insurance with Westminster Presbyterian Church as named insured.
- Westminster reserves the right to approve the nature of and provider(s) of entertainment on its premises.
- In the event Renter wishes to use a caterer not preapproved by Westminster, vendor information must be submitted to Westminster and approved in writing. Additional orientation fees will apply.
- Westminster's [Alcoholic Beverage Policy](#) guidelines will be reviewed with Renter when serving alcohol through a Westminster-approved Caterer
- Food brought in for casual events (pastries, box lunches, etc.) is allowed.
- If food is brought in, Renter must bring compostable napkins, plates & cups.
- Pickup and deliveries are to be made at the accessible loading area off Marquette Avenue drive-through. Timing must be scheduled with Westminster.

## Decorating guidelines are in place to protect the beauty of our spaces.

- All candles must be enclosed in glass. Helium-filled mylar balloons may be used with prior approval; they must be weighted with something other than sand. Fog machines, bubble and foam machines are not allowed.
- No affixing with adhesives, staples, or tacks are to be used on any wall, floor or glass surface. Nothing is to be mounted on doors, windows, wood, glass, posts or mirrors regardless of how it is attached.
- "Plastitak" may be allowed on certain walls.
- Any item found improperly displayed will be removed and any damage to the applicable space will be charged to the Renter.
- Throwing of rice, birdseed, confetti, etc. is not permitted on Westminster grounds or inside the facility. Use will result in forfeiture of part or all of the Damage Deposit.
- No bunting, tissue paper, crepe paper or any other combustible material may be used without prior approval.

## Parking

- Westminster is not responsible for theft or damage to any vehicles parked on its property and for personal property left in vehicles that is lost, damaged, stolen or destroyed.
- Parking is prohibited in the drive-through lanes on Westminster Green.
- Westminster reserves the right to designate the location of parking spaces to be used by Renter for any event.
- Renters wishing to use valet parking services must obtain approval by Westminster prior to contracting.

## Upon Departing

- Upon completion of all major events, Renter will be required to review departing condition of space with Westminster staff person on-site. Rooms should be left in the same condition found upon arrival with trash placed in provided containers.
- Any damage to the facilities beyond normal wear or the need for excessive cleaning will be assessed and charged to the Renter.
- Westminster reserves the right to immediately terminate a Use Agreement and the Renter agrees to immediately vacate the premises upon the following grounds:
  - Physical damage to Westminster property caused by an attendee;
  - Use of tobacco or unapproved alcohol;
  - Violation of any law, ordinance or regulation of the City of Minneapolis;
  - Failure to comply with Westminster staff direction.

## Advertising & Signage

- Westminster will NOT publicize or advertise events held by the Renter.
- Renter may not affix signage of any type to any surfaces nor display any type of signage in Westminster spaces unless approved.
- Sale of merchandise or other activities for fund-raising purposes may be permitted with Westminster approval.
- Marketing services, ticket sales, ushers and greeters to be provided by Renter.

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## Contacts

**Events Manager** Sheila Delaney (sdelaney@wpc-mpls.org)

**Director of Facilities** PJ Eichten (pjeichten@wpc-mpls.org)

**Accounting Manager** Kienan Mick (kmick@wpc-mpls.org)

**Director of Finance** Julie Champ (jchamp@wpc-mpls.org)

## Westminster Presbyterian Church

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