

Westminster Presbyterian Church

One Time Room Use Request Form

1100 Shasta Avenue, San Jose, CA 95126 • (408) 294-7447

ChurchAdministrator@westpres-sj.org

Office Check List

- Head of Staff approval
- Stewardship Approval
- Reserved on Calendar
- Proof of Insurance
- Deposit received
- Full payment received

Applicant's Name: _____ Today's Date _____

Group or organization name (if applicable) _____

Contact Person _____ Phone _____

Address _____ Email: _____

Name of Event _____ # of People Attending _____

Date of Event _____ Event Start time _____ Set up Time _____ Departure Time _____

Description of Event _____

Space	Up to 3 Hours	Up to 8 Hours	Over 8 Hours (additional fee per hour)
Fireside Room, Kitchen and/or Mission Hall for events	\$850 + staffing & additional fees per day	\$1,250 + staffing & additional fees per day	\$200
Recitals (Music School or Public School only, extra space beyond the sanctuary will be negotiated)	\$300 + staffing & additional fees	\$100 per hour beyond 3 + staffing & additional fees	\$100
Chapel	\$650 + staffing & additional fees	\$1000 + staffing & additional fees	\$100
Individual Rooms for meetings only	\$200 + staffing & additional fees	\$300 + staffing & additional fees	\$50
Weddings are \$2500 + staffing & additional fees (see website for more information)			

Staffing and Additional Fees

Host	\$150 up to 3 Hours \$25 each additional hour
Clergy	Funerals \$350 Weddings \$700
AV Assistant	\$200
Musician*	Funerals \$300 Weddings \$500
Wedding Coordinator	\$500
Supplies and other needs	Negotiated
Clean-up**	Cost +\$250

*Rehearsals are an additional fee negotiated with the musicians

**Cleanup fees are only assessed if the space is not cleaned on the day of the event

- Westminster will supply tables and chairs in their current condition.
- Time shall include setup, event and cleanup
- Set-up, Clean-up, and other supplies (beyond tables and chairs) shall be supplied by the applicant unless stipulated in writing and signed by the applicant and church representative prior to the event.
- Events should be concluded no later than 10 pm cleanup may continue until 11pm
- Certificate of Insurance is required for groups not affiliated with WPC. WPC assumes no liability for outside groups.
- Groups going overtime will be charged \$200 per extra hour for the space, plus \$25 per hour for the WPC host.
- \$200 nonrefundable deposit for nonwedding and \$500 nonrefundable deposit for weddings is required to place event on rental calendar. This fee will be applied toward the total balance due.
- The balance is due one week before the scheduled event.
- Please make room use checks payable to: Westminster Presbyterian Church.
- If extra cleaning is required, items are broken or damaged, or the WPC host determines that space-use violations have occurred, the credit card number on file will be charged as needed.
- Applicant must read the "Credit Card Information Policy." Signature below is an agreement to be held to the terms stated in the attached "Credit Card Information Policy", as well as the terms set forth by this form.
- Rental Fees are waived for members who throw events open to the congregation. Staffing fees do apply for members, but may be negotiated prior to the event (donations are always welcome).
- Credit Cards will incur a 3% service charge.

Signature of Applicant _____ Date _____