

Building Use Guidelines



WALLINGFORD PRESBYTERIAN CHURCH

110 E. BROOKHAVEN ROAD

WALLINGFORD, PENNSYLVANIA 19086

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wallingfordpres.org

Revision Feb. 2022

THE BASICS

The grounds, buildings and spaces of Wallingford Presbyterian stand as a testimony to the goodness and glory of God. The use of church property is reserved first for the purposes of the congregation. Additionally, when deemed appropriate, the church properties may be used to serve the interests and welfare of the community or to constructively contribute to the welfare of its government.

Arrangements for use of the church building by non-church member groups shall be initiated by application. An application form is included in this manual and should be presented for approval to the Trustees.

The Session and Trustees have established fees for use of the facilities, equipment and grounds. These fees cover expenses such as utilities, custodial services, and general maintenance. Set fees can be found on the back cover. Payment is due when arrangements are made.

APPROVED USAGE

The Sanctuary shall be used for worship and faith-related functions, and may be used for other purposes with prior approval of the Session.

Fellowship Hall and the Reception Room may be used for large group functions, (dinners, performances, etc.,) as approved by the designated authorities.

Church School Rooms (downstairs) may be used for smaller group activities as approved by the Trustees. Requests for school room space shall be limited to the designated area of the church during the date and hours specified.

When rented by a company, Wallingford Presbyterian Church requires proof of insurance for use of facilities.

USE GUIDELINES

- A. Alcohol or tobacco products are not allowed on church property.
- B. Storage space is not available.
- C. Entry and exit from the parking lot must follow signage.
- D. The last group leaving the building is responsible for locking-up, closing & locking all windows, turning off lights, and returning thermostats to their original setting.
- E. Trash and recycling must be moved to the receptacles behind the building.
- F. Rooms need to be left clean and returned to their original setup.



**WALLINGFORD
PRESBYTERIAN
CHURCH USE
FEES**

Sanctuary (Requires approval by the Session)	\$250 1st use (\$35 2nd +)
Library (or small classroom, maximum 20 people)	\$25 1st use (\$20 2nd +)
Reception Room (room #3 and 5, next to kitchen, maximum 75 people)	\$75 1st use (\$25 2nd +)
Choir Room (maximum occupancy 30 people)	\$50 1st use (\$15 2nd +)
Fellowship Hall (maximum occupancy 220 people)	\$200 1st use (\$35 2nd +)
Kitchen (requires approval)	\$50 1st use (\$25 2nd +)
Custodial Fee (required for groups over 50, and all Saturday events)	\$100