

BUILDING USE GUIDELINES



Wallingford Presbyterian Church

110 E. Brookhaven road
Wallingford, Pennsylvania 19086
610-566-1644
wallingfordpres.org

Revision April 2026

THE BASICS

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

Arrangements for the use of the church building by non-church individuals, groups, companies, or organizations shall be initiated by application. The form of Usage Application & Agreement is included in this manual and should be provided to the Church office to be presented for required Church approval. Such approval, depending on the proposed use, may be by the Church Trustees, the Session of the Church, and/or the Presbytery of Philadelphia. Also included in this manual are maps of the interior of the main floor and the lower level of the Church with the names of each room.

The Church has established fees for use of the facilities, equipment, and grounds. These fees cover expenses such as utilities, regular custodial services, and general maintenance. Set fees are found on the back cover of these Guidelines. For single activity uses, payment is due when usage arrangements are approved by the Church and before the date of the use. For ongoing use, payment is due in advance on a monthly, quarterly or annual basis (as agreed).

APPROVED USAGE

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

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

The library and Youth Room may be used for smaller group activities and the choir room is available for activities appropriate to its set up, each as approved by the Church's designated authorities.

Any other use of Church property (inside or outside) may be used as approved by the Church's designated authorities.

Any continued or ongoing use of Church property (daily, weekly, monthly, etc.) must be approved by the Session.

USAGE APPLICATION

The forms for Usage Application and the Church Facility Usage Agreement are included in this manual and are available at the Church office. To request use of any room, space, equipment, or outside grounds area, the proposed "**Occupant**" (an individual, group, organization, or company) must provide to the Church office the completed and signed Usage Application, and the completed and signed Church Facility Usage Agreement. Upon the requisite Church approval, the proposed occupant will receive a copy of the signed Church Facility Usage Agreement, at which time payment is expected. Any Occupant that is a group, company or organization will be required to provide proof of insurance to use Church property (see the Church Facility Usage Agreement for details).

USE RULES AND GUIDLINES

1. Use of Church property is limited to only the designated space (and/or equipment), for the designated times, and for the specified activity or purpose, all as provided in the approved Usage Application. If early access to the space is desired (for decoration or set up, for example), such access must be included in the Usage Application.
2. All use of Church property should be consistent with its primary purpose. Occupants and their members, clients, and guests are expected to (a) treat all Church property with respect and care, (b) treat all people who may be at the Church with respect, and (c) refrain from behavior that is inconsistent with the principles of this item.
3. Alcohol, tobacco, and all controlled substances are not permitted to be possessed or used on Church property. The only exception is that beer and/or wine can be served at appropriate functions under specified circumstances with the **prior approval** of the Church Session. In such cases, NO alcohol can be left on church property after the permitted use.
4. The Occupant shall be responsible for any injury or damage that occurs or is caused by their use or in the course of their activities on Church property.
5. All use of the Church property shall be in compliance with all applicable laws and regulations.
6. If the proposed use of Church property will include the attendance or participation of anyone under the age of 18 that is not a family member of an individual Occupant, then the group, organization, or company will be required to provide all applicable Youth Protection Clearance forms and satisfy any background checks in connection with the use.
7. Storage space is not available for non-church use.
8. Any use of the kitchen, appliances, cooking pots/pans/tools, dishware, etc. must be with care to avoid damage and be followed by cleaning and putting everything away where it was found. Cleaning after use includes wiping down sinks and surfaces, all pots/pans/tools/dishes, etc. cleaned and put away, ensure oven, burners and coffee makers are all turned off, if dishwasher is used be sure it is running. Remove all trash. If anyone is not familiar with the use of any of the appliances, seek instruction for safe use BEFORE use. Be aware that the refrigerators and freezers have limited space. NO alcoholic beverages may be stored in the refrigerators before or after any permitted use.

9. An Occupant may decorate the designed space to be used as long as the decoration and removal of such decorations do not cause any marks or damage to the Church property and is removed by Occupant at the conclusion of the use (no nails, pins, tape or the like). Signage inside or outside of the Church is permitted only with prior approval from the designated authorities of the Church and provided that any exterior signage is consistent with all local regulations. No permanent alterations or decorations of any kind to any Church property is permitted.
10. Entry and exit from the parking lot must follow signage. Driving east on Brookhaven Road (toward the train tracks) the FIRST drive is the ENTRANCE and the SECOND drive (closest to the church) is the EXIT.
11. After the event before leaving Church property, Occupant must clean up the space and replace all furniture as originally configured (if moved). All trash and recycling should be taken to the receptacles behind the building (along the one exit driveway).
12. Before leaving, it is the responsibility of the persons utilizing the space to assure the cleanliness and security of the areas used, and to tick off the following checklist.
 - Return room set ups to their original places (tables, chairs back where found)
 - Put away or take away food/drink/supplies/materials utilized during the event
 - Clean area as needed (sweep floor, wipe surfaces, etc.)
 - Bag trash and place in trash containers between Church and the A Manse
 - Return thermostats to original setting
 - Close and lock all windows
 - Turn off all lights
 - Lock up the Church external doors (as applicable). Most Church Representatives can provide instructions on how to use an Allen wrench to lock external doors. Any door with an inside push bar and the bar is loose, the door is in a locked position; when the inside bar is down/not loose, it is unlocked.

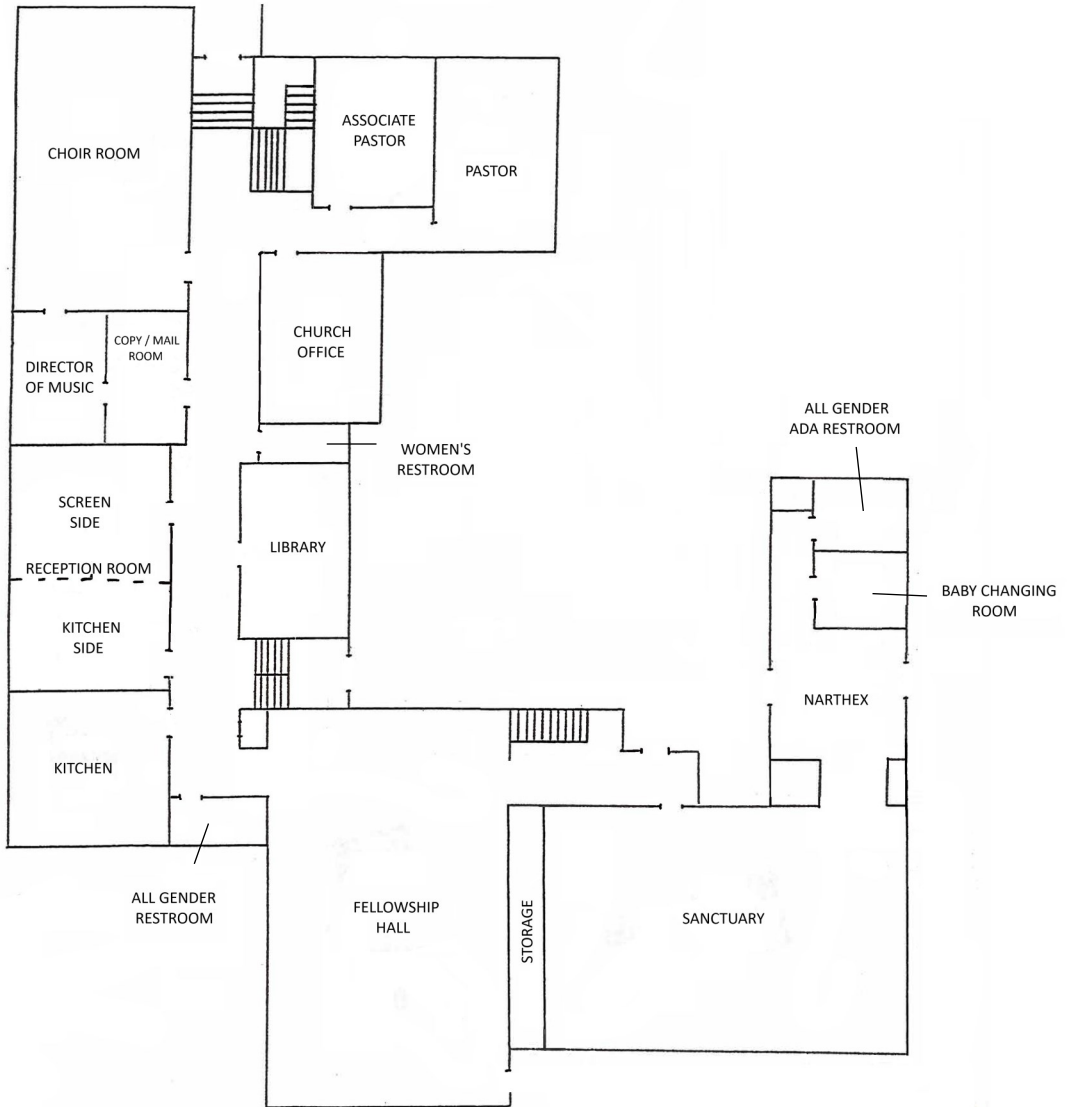


WALLINGFORD PRESBYTERIAN CHURCH BUILDING USE FEES

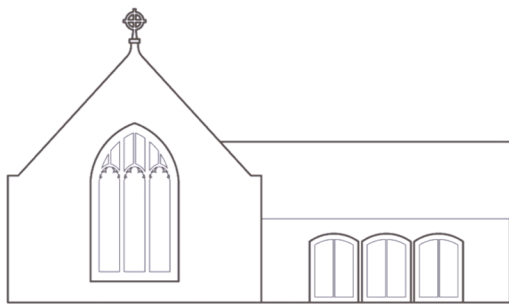
		Member	Non-Member
Sanctuary	Requires approval by the Session. Holds approx. 170 people	\$150/ use	\$300 first use \$150 2 nd use+*
Technical Fee	Basic mics only	\$35	\$35/use
Technical Fee	Full mics, speakers and/or screens (WPC rep must operate)	\$50/use	\$75/use
Technical Fee	Above + video (Requires approval; WPC reps must operate; includes basic editing of raw footage)	\$200	\$350
Library	Maximum 20 people	\$25/use	\$50/use
Reception Room	Maximum 80 people	\$50/use	\$100 first use \$50 2 nd use+
Choir Room	Maximum 30 people	\$30/use	\$60 first use \$25 2 nd use+
Fellowship Hall	Maximum 200 people standing; 150 people seated	\$100/ use	\$250 first use \$50 2 nd use+
Kitchen	(requires approval)	\$35/use	\$75/use
Custodial Fee	Fee only charged if custodial cleaning is performed after use. Generally, this fee is charged for groups over 50 and Saturday events.	\$100	\$100

PARKING LOT

FIRST FLOOR



*2nd use+ means subsequent uses of the same “program” in the same “program year” (examples: three scheduled uses for lecture series or music or dance classes for 1 academic year).



WALLINGFORD PRESBYTERIAN CHURCH

WALLINGFORD PRESBYTERIAN CHURCH
110 E. BROOKHAVEN ROAD
WALLINGFORD, PA 19086
Office Phone: 610-566-1644
Office email: office@wallingfordpres.org

USAGE APPLICATION & AGREEMENT

Name (full legal name) of leasing individual, group, company or organization (the "Occupant") _____

Address _____

Description of Event or Activity _____

Date(s) Applying for (Activity Date):

One Time: Date _____ Time Start _____ Time Finish _____

Continuous: Period of Lease _____

Day/each Meeting _____

Time/each Meeting: Start _____ Finish _____

Expected Number of Attendance: _____

Space Requested (Specified Portion of Premises): Room(s) _____

Any Requested Arrangements: _____

Any Requested Equipment: _____

Food: Refreshments _____ Meal _____ Number to be Served _____

Kitchen use requested: Yes _____ No _____

(If Yes) Dishes, Silver Ware, Utensils Needed _____

(If No) Explain plans for Preparing Serving, Cleaning Up _____

Does Occupant wish to seek permission to serve beer and/or wine at the event? _____

Occupant Contact:

Responsible/Supervisory Person for event:

Name _____

Name _____

Mobile Phone _____

Mobile Phone _____

Email _____

Email _____

Term of Lease: _____ Fee/Lease Rate \$ _____

Continuous use payment cadence: Monthly Quarterly Annually

Amount of Refundable Deposit (returned after event if cleaning satisfactory and no damage): _____

For Church Staff Use Only

By signing below, the undersigned certifies and agrees that (a) the above information is correct, (b) the above listed individual, company or group agrees to be bound by the Church Facility Usage Agreement attached hereto, and (c) that the undersigned is authorized to bind such individual, company or group; provided that Occupant can withdraw this Application and terminate the Agreement if the Lease Term, Fee/Lease Rate or deposit are not acceptable.

Date: _____ Signed: _____

Name (printed): _____

CHURCH FACILITY USAGE AGREEMENT

This Church Facility Usage Agreement (together with the attached Usage Application Form, this “Agreement”) is entered into this _____ day of _____, _____ (“Effective Date”) between **WALLINGFORD PRESBYTERIAN CHURCH** (the “Church”) and _____ (the “Occupant”) for use of specified portion(s) of the premises located at 110 East Brookhaven Road, Wallingford, Pennsylvania 19086 (the “Premises”) on the dates and times set forth on the Usage Application Form (“Activity Date”) for the purpose of the Activity described in the corresponding Usage Application submitted by Occupant (the “Activity”).

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, each of the Church and the Occupant hereby agree as follows:

1. Permission; Use. Occupant is permitted to use only the portions of the Premises specified in the Usage Application Form on the Activity Date, and at the times, specified in the Usage Application Form for the Activity. Occupant shall not use any portion of the permitted portions of the Premises for any purpose other than the Activity. Occupant understands that this Agreement and the permitted use is conditional on, and only effective upon, both approval by Church Trustees, the Church Session and/or the Presbytery of Philadelphia and signature on behalf of the Church on the signature page hereto.
2. Payment; Deposit. Occupant will pay the Fee/Lease Rate as set forth in the Usage Application Form on a timely basis. Payment for an ongoing use (e.g. weekly or monthly classes or meetings) shall be due monthly, quarterly or annually (in advance) based on agreement of the parties reflected on the Usage Application Form. “In advance” means that the payment for use in a month, quarter or year shall be paid on the first day of that same month, quarter or year. Payment for a single Activity/use shall be due upon approval of the use and, in any event, at least 5 days before the Activity Date. Similarly, Occupant will pay any requested refundable deposit (as may be set forth on the Usage Application Form) upon approval of the use. Any such deposit will be held by the Church pending return of the Premises in clean and undamaged condition. If, after Occupant’s use of the Premises, cleaning is required or physical damage has been caused during Occupants use, then the Church may retain that portion of the refundable deposit needed to pay for cleaning and/or repair. Retaining the deposit does not limit any rights the Church may have with regard to the breach of non-clean and/or damaged space and is not the Church’s sole remedy.
3. Compliance with Law and Church Guidelines. Occupant shall comply with all applicable laws and all rules, terms and conditions set forth in the Church’s “**Building Use Guidelines**”, a copy of which was provided with the Usage Application Form and this Agreement, and is available at the Church office on request. Such Building Use Guidelines are hereby incorporated into this Agreement.
4. Release. Occupant hereby releases the Church and its elders, trustees, deacons, pastors, representatives, employees, agents, volunteers, members, successors, and assigns (“Church Representatives”) from any and all injury, loss, damage or claims which may occur in connection with the Activity or during Occupant’s use of the Premises.
5. Indemnification and Hold Harmless. Occupant agrees from and after the date of this Agreement to save, indemnify, and hold the Church and Church Representatives harmless from and against any loss, damage (including, without limitation, bodily injury, death, property damage, and/or incidental and consequential damages), costs, expense, attorney’s fees, claims, suits, actions or judgments, arising out of or relating to the Activity and any and all use of the Premises and in connection with the Activity. Specifically, the Occupant understands and agrees that neither the Church nor Church Representatives may be held liable in any way for any occurrence, loss or damage in connection with the Activity which

may result in injury, harm, or other damage to the undersigned or members of Occupant's company, group or organization (as applicable) or their or its clients and/or guests, whether invited or not, or to any third-party. Occupant agrees that it alone shall be responsible for all loss, damage or claims, including, but not limited to, any property damage, personal injury or death that may occur as a result of the Activity or during Occupant's use of the Premises.

- 6. **Insurance For Individuals.** For all Occupants that are individual living persons, such Occupant understands that the responsibility to obtain liability insurance is not the duty of Church or Church Representatives. It is recommended that such Occupant obtain separate insurance in accordance with the use of the Premises.
- 7. **Insurance Required for Companies, Organizations and Groups.** For all Occupants that are a company, organization or group, such Occupant represents that it has comprehensive general liability (CGL) insurance with coverage limits of at least \$1,000,000 per occurrence and in aggregate in effect as of the Activity Date naming the Church as an additional insured. Occupant must provide proof of such additional insurance coverage to the Church prior to the Activity Date.¹
- 8. The Church may terminate this Agreement at any time with at least 5 days' prior written notice, unless otherwise agreed in writing.
- 9. Miscellaneous.
 - a. Occupant states that the undersigned has full legal right, power and authority and capacity to execute, deliver and perform this Agreement; that the undersigned understands that the terms contained herein are contractual and not merely recital; and the undersigned understands that he/she/it has signed this document of its own volition. Occupant further states and acknowledges that it has reviewed and understands the content of this Agreement.
 - b. Occupant and its successors and permitted assigns are bound by this Agreement. Occupant may only assign this Agreement with prior written consent of Church. This Agreement shall inure to the benefit of the Church and its Representatives.
 - c. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to any choice of law provisions that may dictate the laws of a different jurisdiction.

IN WITNESS WHEREOF, the Parties to this Agreement have voluntarily caused the execution of this Agreement as of the Effective Date.

OCCUPANT:

Usage Approved:
Wallingford Presbyterian Church

BY: _____
Print Name:
Title:

BY: _____
Print Name:
Title:

¹ This certificate is usually obtained by the Occupant by contacting their insurance company and ask for a "Certificate of Insurance" or COI which shows that "Wallingford Presbyterian Church" has been added as an insured. It usually takes 24 hours or less and is a common request.
Revised June 2024