

**Policy for Use of Facilities at  
Wasatch Presbyterian Church  
1626 South 1700 East, Salt Lake City, Utah 84108  
Phone 801-487-7576 Fax 801-487-7577**

**Permission to Use**

1. "Internal Groups" are those who are under the supervision of the Session of Wasatch Presbyterian Church (Wasatch) or the Presbytery of Utah/Shared Ministries of Utah. All other groups are "External Groups." Internal groups shall have priority use of the facilities.
2. The following are the steps required for either an Internal or External Group for making a request and receiving permission to use the church facilities:
  - a. All groups must initiate the process by contacting the Wasatch Church Business Administrator about the date availability.
  - b. An Internal Group must first check with the Church Business Administrator who will then have the group fill out an "Event Planning Sheet." The event will not be finalized on the calendar until the sheet is returned.
  - c. An External Group must also first contact the Church Business Administrator who will then assign a coordinator. At this time a contract must be signed and returned with the security deposit within two weeks of scheduling.
  - d. All fees are payable one week before the event or rehearsal.

**Rules for Use**

1. No alcoholic beverages are allowed on church property without specific consent of Session. No smoking is allowed whatsoever in the church building. Special permission is required for animals to be indoors other than service dogs.
2. Wasatch facilities cannot be used for partisan political purposes, moneymaking, fundraising, or commercial purposes without the special permission of Session.
3. External groups must request and receive permission for refreshments. The group must bring its own expendable supplies: paper pencils and pens, tablecloths, napkins, plastic eating utensils, coffee, tea, cream and sugar, paper plates and cups. Please, no red punch. The church's coffee services or tea services may not be used without prior permission.
4. If a kitchen is used, it must be left clean. External groups must request and receive permission to use church dishes. Users should load and start the small dishwasher. If the Multipurpose Hall kitchen is used, groups must be trained in use of the commercial dishwasher. The users are responsible for cleaning the food preparation area and having the dishes rinsed and stacked in the dishwashing area. Health codes require that dishes be washed in the dishwasher. Unless the group has received prior approval and training, the custodian will be responsible for dish washing.
5. The Church Business Administrator or Event Coordinator must approve any decorations or equipment. Candles cannot be carried. External groups are not allowed to move or alter anything in the building without prior approval.
6. External groups must have a designated representative or "usher" who will deal with "crowd control." The usher needs to coordinate prior to the event with the Church Business Administrator or Event Coordinator and assemble a plan for the event.

7. In case of snow, Wasatch will be responsible for plowing and shoveling.
8. The Church Business Administrator or the Event Coordinator must approve all advertising and/or signage printing in newspapers, heard on TV or radio, or posted. Wasatch is willing to advertise the event if appropriate in the Sunday Bulletin, Bridge Builder, or in Friendship Hall. Prior approval is necessary.
9. If the Multipurpose Hall is used, there can be no black-soled shoes.
  
10. Within twenty-four hours of the event, the Church Business Administrator will inspect the used areas. If there is damage, the group will be notified immediately. Wasatch retains the right to use a professional firm of its choosing to make the necessary repairs. The cost will be deducted from the initial deposit of \$250.00. Should the cost of repair exceed \$250.00, Wasatch will meet with the spokesperson for the group to discuss options.

**See Attached Fee Schedule**

1. The Church Business Administrator or Event Coordinator will meet with the group's representative and establish the total costs for the event. These costs are due and payable one week before the event or rehearsal.