

POLICY FOR USE OF WESTMINSTER'S FACILITIES FOR RECITALS AND CONCERTS

Westminster Presbyterian Church (WPC) and Westminster Academy of Music and the Arts (WAMA) are committed to the performance and enjoyment of excellent sacred music. To that end, WPC is willing to make its facilities available for recitals and public performances on the following terms and conditions:

Eligibility. To be eligible for use of the facilities at WPC you must:

- Be a member of WPC or be a scholarship singer in the choir. Ordinarily no fees shall be required by members of scholarship singers.
 - Be a student in training at USM, WCU or WAMA. WPC will give preference to recitals required of college seniors and to the students of WAMA faculty.
 - Be part of the Hattiesburg Community or a guest artist who will promote the goal of excellence in sacred music and be sponsored by a School, University or recognized arts organization.
- OR
- Be requested by WPC to provide a musical event sponsored by the WPC or WAMA.

Limitations.

1. WPC will not approve more than one event per week nor more than four per month.
2. WPC will not approve recitals during Advent/Christmas, Lent/Easter, or Vacation Bible School, except as requested by WPC or WAMA.
3. WPC will not approve an event if it conflicts with other scheduled events of WPC or WAMA.
4. WPC retains the right to decline use of facilities for any event which, in its sole discretion, would be burdensome to the facilities or not in furtherance of its mission.

Approval Process.

WPC receives many requests and cannot approve them all. WPC requires at least four weeks prior notice to consider your request. You must first contact the Westminster church office at 601-584-7874 to verify if the church is available on the date and time you are requesting. If the date and time are available, you will be emailed an application form which you must then complete and return along with your fee and deposit (see below) within five business days. YOU DO NOT HAVE FINAL APPROVAL FOR YOUR EVENT UNTIL THESE REQUIREMENTS ARE SATISFIED. Returned checks constitute an automatic cancellation of your application and/or recital date which thereafter will not be rescheduled.

Fees and Deposit. \$60.00 for the recital, \$20.00 for each rehearsal which must be scheduled with the church after approval of the event. In addition, WPC requires a separate \$40.00 clean-up deposit which will be refunded IF you leave the building in pristine condition after your recital. You shall be responsible for any damage to WPC's property that occurs during or in connection with your event.

No Fundraising. WPC regards this as a ministry of music. Your recital must be free and open to the public. We do not permit admission charges, love offerings, or donations.

Building Access. You will need to schedule rehearsals with the church office and coordinate these with Arlandra Harvey, a member of WPC, who opens and locks the building for rehearsals and recitals. You may schedule up to two rehearsals (at least one week in advance) as long as they do not interfere with anything on WPC's calendar. When scheduling the rehearsal you must provide the number of people attending each rehearsal and whether you need access to the church's organ. Each rehearsal is not to exceed 1½ hours.

Scheduling Conflicts. In the event your event conflicts with another event or with something on WPC's calendar, WPC will work with you to resolve the conflict. WPC reserves the right to refund your fees and cancel your event if it is not able to resolve the conflict.

Publicity. Do not publicize your event until you have received notice of approval from Westminster and all forms have been submitted and all fees and deposits are paid. All publicity shall state that your event is presented in cooperation with Westminster Presbyterian Church and the Westminster Academy of Music.

Compliance. WPC is not responsible for making sure that all requirements of this policy have been satisfied. You are. No waiver of any requirement shall be considered a repeal, precedent, or waiver of the policy for any future event.

APPLICATION FOR USE OF WESTMINSTER'S FACILITIES FOR RECITALS AND CONCERTS

Name (please print)

Cell phone #

Email address

Additional contact #

REQUEST FOR USE OF CHURCH FACILITY ON _____ **am/pm**
Date Time

Number of people expected to attend recital (approximate): _____

Purpose of the event: (circle one) **academic** (specify) _____

non-academic

List of selections to be performed: _____

Signature of Teacher/Instructor requiring this event

Printed Name

Teacher/Instructor's email address

Teacher/Instructor's cell phone #

I have read, understood, and agree to abide by the terms and conditions stated in this policy.

Signature of applicant

Date

Please mail your application and payment to: Westminster Presbyterian Church
115 N. 25th Avenue
Hattiesburg, MS 39401