



Building Use Request Form

151 Robinson Road | Hampton, VA 23661
757-245-3593

Please email or mail forms to wythepres@gmail.com or deliver in person to address above.

Name/Organization: _____ Date of Use: _____

Point of Contact: _____ Time of Use: _____ to _____

Telephone: _____ Email: _____

Type of organization: Public Private Non-profit

Status: Active Member/Attendee Non Active Member/Attendee Nonmember

Purpose (give complete description): _____

Room(s) Requested: _____ Keys Needed: Yes No

Number of People Expected: _____ Will Food be Served/Kitchen Used? Yes No

What services/equipment will be needed:

Heat or A/C Wi-Fi Access Screen Projector Microphone/Portable PA
Tables # _____
Chairs # _____

Special instructions or requests):

I/We have been given and agree to the guidelines for Use of Church Facilities established by WPC. I/We assume all risks and dangers inherent in the use of these facilities, accepting them in "as is" condition. I/We agree to use my/our best judgement in the use of these facilities and to follow generally accepted safety principles. I/We waive and release Wythe Presbyterian Church of any and all liabilities. We understand that any problems arising in the future will be referred to the church Trustees/Session, who have agreed to resolve any possible infraction of the rules.

SIGNATURE OF GROUP AGENT: _____ PRINTED NAME: _____ DATE: _____

Phone: _____ E-mail: _____

(If different from above)



Building Use COVID Amendment

We are excited to offer the opportunity for your group to use our facilities. God has blessed us with a space that we are excited to share. Given the nature of the COVID-19 Virus, all who use the building must agree to and comply with the following safety protocols:

- 1- All persons in the group must enter through doors closest to Kecoughtan Road.
- 2- No person who has symptoms of COVID-19 or has been around anyone suspected of or having test positive of COVID-19 should enter the building
- 3- Each person using the building should sign in at the table in the hallway and answer the COVID-19 screening questions
- 4- Groups can have no more than 15 people
- 5- Groups are allowed up to one hour at a time
- 6- Groups must be able to socially distance within the space
- 7- Everyone in the group is required to wear a mask at all times when in the building
- 8- Groups should only use the space they are approved to use
- 9- Children should be under the supervision of an adult at all times
- 10- Groups should use the restroom facilities closest to their approved room
- 11- Groups only serve prepacked food
- 12- Groups will not sing
- 13- Groups will sanitize after their event
- 14- Groups will clean up after themselves and will leave the space as they found it
- 15- All changes to your event will be reported promptly to the church office
- 16- The Point of Contact for the group is responsible for educating all who are using the space of the expectations and will hold the group accountable for following all established procedures.

Failure to comply with these procedures could result in the revocation of use privileges.

Please submit the attached document to the church office. Once submitted, the Task Force will review your information and approve, amend or deny the request. You will receive confirmation from the church office.