

ST. THOMAS EPISCOPAL CHURCH

BUILDING USE RATES AND POLICIES

Event Rental Rates

Sanctuary (4-hour minimum)	\$150/hr
Great Hall	\$125/hr
Courtyard	\$125/ hr
Great Hall and Courtyard	\$175 /hr
Community Center	\$75/hr
Parlor	\$25/hr

Cost Associated With Services (non-members)

Weddings and Quincineras

Rehearsal & Service <i>(includes dressing rooms, parking lot and courtyard)</i>	\$1,000
Honorarium for officiating priest, if applicable	\$400
Pre-marital Counseling (3 sessions), if applicable	\$600
Organist w/rehearsal	\$250
Special request or soloists	\$150 (additional)
Service bulletins	\$75 per 100
Altar Guild, if applicable	\$50-\$150

Funerals

Honorarium for officiating priest	at your discretion
Internment in Columbarium	\$250- \$1,000 suggested donation
Columbarium Memorial Plaque	\$50
Organist / Pianist	\$200
Rehearsal with soloist	\$50 additional
Soloist	\$150
Service bulletins	\$75 per 100 bulletins

Fees

Kitchen Use Fee	\$ 75
Custodial Fee	\$100
Facility Host/Security	\$ 35

Note: Special rates can be negotiated for groups who contract for on-going use.

Deposits

- Reservation: A 25% deposit will reserve the space for an event; full payment is due in advance of an event.
- Damages: All groups using the church must provide a \$500 refundable deposit against damages.

Available Hours

Facility must be vacated by 9:30 p.m. Sunday through Thursday and 11:00 p.m Friday and Saturday.

Indemnification

User shall indemnify and hold harmless St. Thomas Episcopal Church, its officers, agents, employees, trustees, and affiliates from and against all loss, cost, claim, liability, damage or expense, including without limitation, attorney's fees and costs, arising from or associated with any injury or damage to person or property relating to or arising out of User's use of St. Thomas Episcopal Church facilities.

Those using church facilities should provide evidence of insurance by producing a certificate of liability; St. Thomas Episcopal Church should be named as additional insured on the insurance policy.

Supervision of Children and Youth

For events where children and youth are present, the group or organization must provide adult supervision at all times.

Alcohol Policy

- Wine, beer, champagne, or punch made from wine or champagne may be served at events.
- Hard liquor may only be served with permission of the Rector of St. Thomas Episcopal Church.
- In the event alcoholic beverages are served, a licensed bartender must tend the bar.
- All applicable federal, state, and local laws must be obeyed, including those governing the serving of alcoholic beverages to minors.
- If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
- Food must be served when alcohol served.
- Serving alcohol to those who appear to be intoxicated is prohibited.
- During an event, alcohol may not be served over a period of time exceeding 4 hours.
- Alcoholic beverages must be consumed within the reserved or rented space for an event only.
- Groups serving alcohol agree to assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired.
- Groups without adequate liability insurance coverage will not be allowed to serve alcohol.

Tobacco and Drug Policy

- St. Thomas is a "No Smoking Facility." Smoking is not allowed in the buildings or on the grounds.
- Use of marijuana or narcotics is strictly prohibited on church premises.

Environmental Policy

- Avoid the use of items or materials which are harmful to the environment or are wasteful of natural resources.
- Recycle everything which is recyclable.

Organ and Piano Use

Permission to use the organ or piano(s) must be granted by the Rector. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Director of Music. Pianos cannot be moved except by the Director of Music. If permission is given, the requesting group must pay for tuning the piano after moving.

Sound Systems

The Sanctuary and Parish Hall sound systems are available upon request. Group-provided sound, recording, or video equipment may not be attached to these sound systems through cables or connectors without prior

approval. Groups using this equipment must receive operation instructions by appropriate staff prior to use.

Facility Clean Up and Lock Up

Leave the building in the same condition and set-up in which you found it.

Before you leave the building:

- Pick up after your group; throw away trash, recycle your materials and empty trash and recycle bins into the appropriate dumpster in the alley
- Remove all your materials.
- Wipe down tables and counters, clean up all spills, and sweep the floors.
- Restore rooms to their original set up.
- Turn all lights off.
- Lock up carefully. Verify that the door locked by shaking it gently.

Additional Requirements

- The transfer of assignment of permission to use church facilities to any other persons or organizations is strictly prohibited.
- Those using church facilities must confine themselves to the areas permitted in the Request for Facilities Use and will not exceed the capacity limits of requested facility areas.
- User may not take tables and/or chairs and/or other items from other rooms and/or areas of the church facilities unless arranged otherwise prior to the event. Any items moved must be returned to their original location.
- Food or drink are not allowed in the Sanctuary.