

Saint Edmund's Episcopal Church

Facilities Usage

In keeping with the principles of our faith, Saint Edmund's Episcopal Church facilities are not available to groups that restricts its membership, program or activities, as for example, by race, sex, etc., unless that group can show that restrictions are directly related to the purposes of the organization; and that these purposes do not include the exploitation of any persons or groups. The Church facilities are not available to any outside group for commercial purposes; for example, activities by outside groups for fund raising, partisan political activity or any activity that violates the 501c- 3 church status.

SPACE AVAILABLE FOR RENTAL

Maximum size of groups for various facilities:

Church	350 persons
Chapel	100 persons
Fellows Hall	150 persons
Cowans Room	50 persons
Library	30 persons
Kitchen	N/A

BUILDING USAGE PROCEDURES

Requests for the use of the Church and its property should be submitted in writing to the Church Office on one of two application forms based on the activity, preferably three weeks or more prior to the proposed use. Space is generally available on a first-come, first-served basis.

- **General Application & Contract**
- **Wedding Application & Contract**

Provide this form to the Parish Administrator by fax, email, or drop off preferably at least 3 weeks before the event. The space you request is reserved after confirmation that there are no previous reservations for that space.

Rental Fee Schedule: Fees are determined annually, however are subject to change as needed. Each application for use provides rental fee information based on 2 hours of use (see appropriate application for fee schedule).

Once application is made for the building, the Parish Administrator will review the application. If any questions arise, the Administrator will contact the applicant and consult with the Rector, should any interpretation issues exist. Rental of the building for religious purposes must always have the prior approval of the Rector.

Payment: Half of the total rental fee is required in order to reserve the date and space. Full payment must be made in advance of the event. Refunds will be made with two weeks' notice of cancellation. Payment for use of the building is to be made in person to the Parish Administrator or by mail.

Please note: Where required by law, groups must carry insurance and obtain any necessary permits. Users of the Church facilities shall report any damage to the buildings or property, and agree to pay for necessary repairs or replacement.

BUILDING USE RULES

The following rules regarding use of space, food, beverage, and cleanup apply to groups renting the church in addition to all church committees and church functions.

A. Use of Space

- A group may use only the space assigned and specified in the rental agreement.
- Use of the building is only for the specific hours in the rental agreement.
- The building will be open 30 minutes in advance of the scheduled event. It is expected that the activity will end promptly at the hour stated in the rental agreement. Failure to vacate the premises promptly will result in an additional charge.
- When using an area of the Church, do not move any equipment from its normal location unless permission to do so has been given at the time space was rented. (for example, tables, bookcases, wall hangings, charts, piano, pulpit), If you move chairs, please return them to their original position before you leave.
- No signs may be hung in the building except for use during your activity. All signs must be hung so that they do not damage walls or furnishings.
- Smoking is NOT permitted anywhere in the Church building.
- No sound or projection equipment may be used without approval at the time of application.
- In advertising the use of Saint Edmund's Episcopal Church facilities, no group may use the name of the Church unless permission has been obtained in advance from the Parish Administrator.
- Illegal drugs, firearms, weapons, or flammables are prohibited on Church property. The Church reserves the right to call the proper authorities if these policies are violated.
- Users of the Church facilities are requested to respect our neighbors' rights to privacy, and particularly noise levels in the evening. All evening events should conclude by 10:00 PM on week nights (Sunday through Thursday) and 11:00 PM on weekends (Friday and Saturday)

B. Food ~ Beverage ~ Clean-up

- No refreshments may be served unless prior arrangements have been made and the additional fee is included on the rental agreement.
- If permitted, refreshments may be served only in the Fellows Hall, Cowans Room or Library, NOT in the Church of Chapel. Please do not use any of the food in the Kitchen. Kitchen utensils and silverware are limited and can serve only a small group. If used they should be cleaned and returned to the proper place.
- Alcoholic beverages are allowed for Church groups only and are subject to the laws of the State of California.
- Normal clean-up activity will be taken care of by Church personnel. Any extra trash or litter and any signs or items on the walls must be removed and/or discarded in the bins located on the south side of the Fellows Hall (behind the church offices) by the group using the area.
- Only authorized persons (those designated by the Parish Administrator and the Rector) may have a key to the Church building.
- Any applications for overnight use will be referred to the Rector.

Contractual Obligations: Signature of the applicant on the application indicates acceptance of the above church procedures and building use rules.

Contact the Parish Administrator at: valatwork778@aol.com or (626) 793-9167.

Room Request Form and Room Assignment

Saint Edmund's Episcopal Church

1175 S. San Gabriel Blvd, San Marino, CA 91108 - (626) 793-9167

Web Address: www.Saintedmunds.org / Fax: (626) 793-3874

Name of Organization _____

Address _____

State _____ City _____ Zip _____

Phone Number _____

Contact Person _____

Address _____

State _____ City _____ Zip _____

Phone Number _____ Work Number _____

Email Address _____ Business Number _____

Date of Use _____ Begin Time _____ End Time _____

Purpose of Event _____

Date(s) for Space (*If recurring, list recurring days, i.e. - 1st Tuesday*) _____

Number people expected _____ Open to the Public? ___ Yes ___ No

Is there an admission charge? ___ Yes ___ No If Yes, how much? _____

Will refreshments be served? ___ Yes ___ No If Yes, the **Extra** fee will be **\$50.00**

These fees are for a 2 hour time frame; anything over 2 hours will be billed at an additional half rental fee per hour.

<u>Space</u>	<u>Number of Persons</u>	<u>Cost</u>	<u>Total Fees</u>
___ Church	350	\$500	_____
___ Chapel	100	\$200	_____
___ Fellows Hall	150	\$250	_____
___ Cowans Room	50	\$150	_____
___ Library	30	\$100	_____
___ Kitchen	n/a	\$75.00	_____
___ Sound Room Engineer (\$42.50 an hour, 2 hour minimum)	n/a	\$125	_____
___ Utilities fee (for any part of the building, July-Aug only)	n/a	\$85	_____
___ Janitorial Services (anything over 2 hrs. will be billed at an additional \$25 an hour)	n/a	\$120.00	_____
___ Building Supervisor	n/a	Added to sound fee	_____
___ Other (MOVE PIANO to/from)	n/a	\$200.00	_____
Total Fee Due			_____
Deposit Received			_____

Half of the Total is required in order to reserve the date and space. Full payment must be made in advance of the event. Refunds will be made with two weeks' notice of cancellation.

Signature of the applicant indicates acceptance of the church building use procedures and rules

Applicant _____ Date _____

Parish Administrator _____ Date _____

Instructions: Please complete this form for each reservation, unless it will be a recurring event, i.e. weekly, monthly. Provide this form to the Parish Administrator by fax, email, or drop off preferably at least 3 weeks before the event. The space you request is reserved after confirmation that there are no previous reservations for that space. Your receipt of a copy of this form is your confirmation of space reservation.