
**ST. PAUL'S EPISCOPAL CHURCH—
TERMS AND REQUIREMENTS FOR USE OF
FACILITIES AND PROPERTY
(Non-church Event)**

DEFINITION OF TERMS:

St. Paul's – Saint Paul's Parish in the City of Flint of the Diocese of Eastern Michigan of the Episcopal Church in the United States Of America, Inc., a.k.a. St. Paul's Episcopal Church

User – The person, persons, group, or institution contracting to use St. Paul's facilities.

Non-Church Function – An event not sponsored by St. Paul's nor part of St. Paul's program of ministry.

FEE SCHEDULES:

Hours of use include set-up time, actual event time, and clean-up time.

Wedding Ceremonies held on the church premises have a separate fee schedule and are not covered by this schedule of Facility Usage Fees and Requirements.

FEE SCHEDULE FOR MEMBERS:

NON-BUSINESS HOURS USE

The following fees apply to St. Paul's members in good standing who contract to use the parish's facilities for non-church events at times other than the regular business hours of 9 am – 4 pm, Monday – Friday. Fees are based on use for a contracted number of hours. Those desiring to use the parish's facilities will be asked to stipulate the number of hours they will occupy and use the facilities (set-up and clean-up included), and will be charged a fee based on that contracted time frame. If the actual occupancy and/or use of the facilities exceed the contracted number of hours, **additional charges will be incurred.**

Use up to 4 hours - \$100.00 flat fee. Using the facility beyond the contracted number of hours will incur additional charges at the rate of \$40.00 per hour (each fraction of an hour will be charged the full hourly rate).

4 hours, 1 minute to 8 hours -\$160.00 flat fee. Using the facility beyond the contracted number of hours will incur additional charges at the rate of \$40.00 per hour (each fraction of an hour will be charged the full hourly rate).

Over 8 hours - Special permission must be given by the Rector or Parish Administrator to contract for more than 8 hours. The fee will be \$160 for the first 8 hours plus \$40.00 per each additional contracted hour and the desired number of hours of use must still be stipulated. Using the facility beyond the contracted number of hours will incur additional charges at the rate of \$60.00 per hour (each fraction of an hour will be charged the full hourly rate).

BUSINESS HOURS USE

Special arrangements may be made for members to use the facilities for non-church functions during regular business hours (9 am – 4 pm, M – F) without charge. The determination of whether fees will be charged or not is solely within the discretion of the Rector and Parish Administrator and will be determined after thorough consultation with the member(s) desiring to use the facilities. Criteria for deciding whether fees be charged are: amount of set-up and potential clean-up, extra demand upon the staff's time and efforts, and whether additional expenses will be incurred by the parish to heat/cool and light areas that might otherwise not be in use.

FEE SCHEDULE FOR NON-MEMBERS:

The following fees apply to non-member individuals and outside groups who want to use the facility for events **at any time**. Fees are based on use for a contracted number of hours. Those desiring to use the parish's facilities will be asked to stipulate the number of hours they will occupy and use the facilities (set-up and clean-up included), and will be charged a fee based on that contracted time frame. If the actual occupancy and/or use of the facilities exceed the contracted number of hours, **additional charges will be incurred**.

Up to 4 hours - \$150.00 Flat Fee. Using the facility beyond the contracted number of hours will incur additional charges at the rate of \$40.00 per hour (each fraction of an hour will be charged the full hourly rate).

4 hours and 1 minute to 8 hours- \$250.00 Flat Fee. Using the facility beyond the contracted number of hours will incur additional charges at the rate of \$40.00 per hour (each fraction of an hour will be charged the full hourly rate).

Over 8 hours - Special permission must be given by the Rector or Parish Administrator to contract for more than 8 hours. The fee will be \$250 for the first 8 hours plus \$40.00 per each additional contracted hour and the desired number of hours of use must still be stipulated. Using the facility beyond the contracted number of hours will incur additional charges at the rate of \$60.00 per hour (each fraction of an hour will be charged the full hourly rate).

CONTRACTING/RESERVATIONS:

St. Paul's facilities are available to groups and individuals for, but not limited to: wedding rehearsal dinners, wedding receptions, wedding or baby showers, birthday or anniversary parties, graduation open houses, luncheons, dinners, business meetings, concerts, etc., and will be accepted on a first-come, first-served basis, depending upon availability.

St. Paul's, at its discretion, reserves the right to refuse the use of the parish's facilities to any group or individual.

Definition of terms:

Tentative Reservation – a reserved date and time for facility use for which **no** deposit has been received.

Reservation -- a reserved date and time for facility use for which the required deposit has been received.

Contracted Reservation – a reserved date and time for facility use for which all fees have been paid.

Security Deposit – a flat \$140 payment that will be reimbursed if all aspects of the agreement between the User and St. Paul's are carried out per the contract. Additional charges incurred (if any) will be deducted from this payment before the residual is reimbursed.

Facility Usage Requirements Form – form to be completely filled out and submitted by the User stipulating the User's needs (e.g. number of hours of use/occupancy, areas of the parish facilities to be used, assistance desired from St. Paul's staff, parish property and equipment desired for use, etc.) This form, when completed and submitted, becomes part of the contract between St. Paul's and the User.

Tentative Reservations will be placed on St. Paul's Event Calendar and held for a period of 10 business days. After this period, if no deposit has been received, the Tentative Reservation will be cancelled and the date made available to others on a first-come, first-served basis.

For a Tentative Reservation to become a Reservation, a deposit of 50% of all facility usage fees, a security deposit, a signed contract, and a completed Facilities Usage Requirements Form must be submitted within the allotted 10 days.

For a Reservation to become a Contract, the balance of all fees must be paid in full **no later than one week prior to the event's date**. If all fees are not received as required, the user's 50% deposit and Security Deposit will be returned, **the event will be cancelled**, and the facility will be made available to others on a first-come, first-served basis.

After the event, the Security Deposit will be returned within fifteen days provided no damage was done to the facility, the event did not run overtime, and it was not necessary for St. Paul's staff to do/complete non-agreed clean-up. If clean-up of the facility was not completed by the User, and St. Paul's staff is required to do or

complete the clean-up, a charge of \$25.00 per hour will be deducted from the Security Deposit (each fraction of an hour will be charged the full hourly rate). If the user occupies or uses the facility over the agreed number of hours, as set forth on the Facility Usage Requirements Form, additional charges of \$40.00 per hour will be deducted from the security deposit (each fraction of an hour will be charged the full hourly rate).

FACILITY RULES:

Evening events must be concluded by 11:00 pm, without exception. All guests, caterers, and contractors must be off the premises by that time.

No lighted candles are allowed unless in approved, encased holders.

This is a smoke-free facility: containers are located outside the facility for those who smoke.

Decorations are the responsibility of the User; no nails, tacks or staples may be used on furniture, walls, or ceilings.

Table settings are the responsibility of the User. Linens, including tablecloths and napkins, are provided by the user.

The User must provide help for cooking, serving and clean-up.

If using St. Paul's dishes, glassware, silver etc, User must clean and return to the appropriate areas.

The kitchen is available with the following equipment: refrigerator, sinks, dishwasher, stove, warmer, range, microwave, coffee, tea, hot water maker, ice maker. If the St. Paul's kitchen is used, it must be cleaned and all pots and pans washed and returned to their place of storage.

All trash must be put in the provided containers.

Clean-up must be completed by the User within the contracted hours of use. All decorations, table coverings, and accessories must be removed. All rooms, including bathrooms, are to be left free of debris. If additional cleaning is necessary by St. Paul's, charges outlined above will be deducted from the Security Deposit.

ST. PAUL'S STAFF AND VOLUNTEERS:

The St. Paul's Staff and/or volunteers will be present to oversee the use of the facility. They are not expected to assist with food service preparations, serving, clean-up, or other related matters.

Staff and/or volunteers are available to answer questions or provide appropriate technical help as needed.

St. Paul's Staff will note your arrival and departure times. If additional time is taken by the User after the contracted beginning and ending times as set forth on the Facility User's Event Requirements Form, charges outlined above will be deducted from the security deposit.

ALCOHOLIC BEVERAGES:

NO alcoholic beverages are allowed on the church premises without first obtaining written permission from St. Paul's Parish Administrator.

All Users hosting an event **without** charge to attendees are allowed to serve wine with dinner without obtaining a "host liquor liability insurance certificate" or State Liquor License. However, if liquor will be served by the glass or there will be an "open bar", the User **must** hire a licensed and insured bartender for the event. The User will be asked to attest to the use of alcoholic beverages at the event.

All Users hosting an event **with** a charge of any kind to the attendees must provide liability insurance and must obtain a liquor license from the State of Michigan. St. Paul's Parish Administrator can advise on the procedures to be followed. There is a charge for this license, and it takes two to three weeks to obtain.

All required insurances and licenses must be received by the Parish Administrator no later than one week before the event's date or alcoholic beverages will not be allowed on the premises for the event. **There will be no exceptions.**

USER RESPONSIBILITIES AND INSURANCES:

The User shall be directly responsible and liable for any damages to the parish's premises and the contents thereof and agrees to reimburse or make restitution to St. Paul's for all damages or loss within 15 days of notification by the parish's representative if said damage exceeds the Security Deposit.

The User shall be responsible and liable for all injuries incurred by any person as a direct result of their occupying and being in control of the parish's property.

Proof of insurance (such as Commercial General Liability, Umbrella Liability, or Homeowners Insurance certificates) designating St. Paul's as an additional insured must be received by the Parish Administrator no later than one week before the event is to take place. Your insurance carrier usually will provide you with this certificate. Any User that cannot provide proof of insurance will be required to sign a waiver of insurance.

WAIVER OF FEES:

St. Paul's Rector or Parish Administrator reserves the right to waive part or all of the Facility Use Fees for groups or individuals sponsoring non-church events if such event is deemed to be in the nature of a particular ministry to the community or if it will benefit St. Paul's in some way by having the group or event here.

**ST. PAUL'S EPISCOPAL CHURCH
USER REQUEST FORM FOR NON-CHURCH EVENTS**

Today's Date: _____

Description of Event: _____

Individual(s) or group representative responsible for event: _____
_____ Phone # _____

What is the date of your event? _____

What is the beginning and ending time of event? _____
(not including beginning set-up or ending clean-up)

What is the beginning time of your set-up? _____

What is the ending time of your set-up? _____

What rooms will be used for your event? _____

Set-up needed for event: (use back for diagram) _____

St. Paul's will set up tables and chairs for the event and any other special St. Paul's equipment. Decorations and table setting are the responsibility of the user. The User is responsible for the cleaning of all dishes, pots and pans, utensils and kitchen countertops and equipment. Floor care will be taken care of by the St. Paul's staff, however, for safety reasons, all spills, need to be addressed immediately by the user. All damages must be reported immediately to the St. Paul's staff or volunteer.

Equipment required: _____

Do you plan on serving alcoholic beverages? _____yes _____no

If yes, please state when the alcoholic beverages will be served and by whom: _____

(attach name and address, license and insurance certificate of Michigan Certified Bartender if applicable)

Added Item: _____

User Signature: _____ Date _____ St. Paul's Representative _____

ACKNOWLEDGEMENTS AND CONSENTS:

I/We, hereby, acknowledge and accept the facility use terms and requirements.

_____ **Date:** _____
Authorized User's Signature

Signer's Name (printed)

Address

Home Phone _____ Work or Cell Phone _____

_____ **Date:** _____
Additional User's Signature

Additional Signer's Name (printed)

Address

Home Phone _____ Work or Cell Phone _____

PARISH ADMINISTRATOR'S APPROVAL OF ALCOHOLIC BEVERAGES:

Approved _____ Disapproved _____ _____ **Date:** _____
Signature

WAIVER OF FEES:

Authorized Signature Date

St. Paul's Representative:

Signature and Title _____ **Date:** _____

Security Deposit Amount: _____ Check No. _____ Date: _____

Facility Fee Down-Payment: _____ Check No. _____ Date: _____

Facility Fee Balance: _____ Check No. _____ Date: _____

Insurance certificate or waiver received _____ Date: _____

Liquor license and Liability Insurance received (if applicable) _____ Date: _____

Posted Liquor license in Barth Hall for user (if applicable) _____ Date: _____

WAIVER OF INSURANCE

_____ shall indemnify, defend and hold harmless
Name of Group or individual
St. Paul's Episcopal Church, Flint and the Episcopal Diocese of Eastern Michigan
and their respective officers, directors, employees, agents and representatives from and
against any and all claims, demands, causes of action, losses, liabilities, damages and
expenses (including reasonable attorney's fees and costs) arising out of or in connection
with any allegations brought against St. Paul's Episcopal Church, Flint and the
Episcopal Diocese of Eastern Michigan and their respective officers, directors,
employees, agents from any cost and expense (including reasonable attorney's
fees) arising out of the use of the premises or property of St. Paul's Episcopal Church,
Flint by the undersigned.

Date

Name of Group (if applicable)

Signature

Title