

## St. Paul's Episcopal Church

### Building Use Policy and Fees

The community of St. Paul's welcomes the use of its space by individuals and outside entities whose activities are consistent with our mission. As individuals or groups come into our space, we welcome them into our community. Especially for those who are coming to reside in our building consistently, our aim is to support you in your efforts and to work in partnership with you to enhance the greater Marquette community. Whether you are here for a single meeting or a longer term occupancy, we welcome you into our St. Paul's family.

For the scheduling of spaces, Church-related activities have priority for building use. On rare occasions some church events might arise on short notice, e.g. funerals, which necessitate adjustments to previous agreed-upon use of space. In these situations, St. Paul's will do its best to accommodate pre-scheduled outside groups, finding them alternate space or time for meeting.

A building use form will be completed for each event, meeting, or gathering that takes place. In the case of ongoing use of a room, a single agreement can be made to cover regular usage. To initiate use, the building use form is submitted to the parish administrative assistant. A designated representative of the Vestry may be contacted for approval, depending on the size and frequency of the usage, and information is forwarded to the parish cleaning service

Here are the basic guidelines for building use.

- Spaces must be left in their original condition, with furniture returned to its original position if it has been moved, and all garbage and trash placed in proper receptacles. A cleaning fee of \$50.00 will be charged to any group not leaving the facilities in their original condition.
- A \$75.00 returnable key deposit is required if a key for the building is needed on a repeated basis.
- For-profit groups using the building regularly should acquire an insurance rider covering St. Paul's. For-profit groups using the building on a one-time basis should provide St. Paul's with a copy of their insurance. Not-for-profit groups may be asked to provide proof of insurance depending on the nature of the activity.

Here is the fee structure for the use of the building.

Please note that in some cases, fees can be negotiated in exchange for services provided to St. Paul's.

Members of St. Paul's may use the building for a donation rather than for the fees set below. Please coordinate use with the parish administrator who will communicate with the vestry representative if necessary for approval..

## **Sanctuary**

*Suitable for large groups of 50 or more people, no food or beverages permitted.*

Community forums, speakers, meetings: \$25/hour

Non-profit concerts, recitals, music workshops, etc.: \$100 per 4-hour block.

For-profit concerts, recitals, music workshops, etc.: \$200 per 4-hour block.

Weddings: \$500 for up to 4 hours; fee includes rehearsal time; \$75 non-refundable deposit required

Funerals: donation

## **Chapel**

*Suitable for medium to large groups, 12-60 people, food and beverages permitted; see "use of kitchen" category below.*

Practice space: private rehearsals, piano practice, musical groups; use of the grand piano requires prior approval: donation, suggested \$25/hour.

Workshops, classes, community forums, non-profit meetings: donation.

For-profit group meetings: \$60 up to three hours; \$100 over three hours.

Funeral reception: \$150. St. Paul's will provide coffee and tea. Additional food must be catered.

Small weddings, up to 40 people: \$300 up to 4 hours, includes rehearsal time. \$75 non-refundable deposit required.

Non-profit concerts, recitals, music classes, etc.: \$40 / hour, includes use of grand piano with prior permission. The grand piano cannot be moved. If tuning of the piano is specifically requested for the event, the renter will be responsible for tuning fee.

For-profit concerts, recitals, music classes, etc.: \$75 / hour, includes use of grand piano with prior permission. The grand piano cannot be moved. If tuning of the piano is specifically requested for the event, the renter will be responsible for tuning fee.

## **Great Room**

*Suitable for medium to large groups, 12-50 people; food and beverages permitted.*

Public meetings, workshops, non-profit group meetings: donation.

Wedding showers, baby showers, parties: \$25 / hour, includes use of kitchen.

For-profit group meetings (Tupperware, Avon, Pampered Chef, etc.): \$60 up to three hours; \$100 3-5 hours.

Funeral reception: \$150 including use of kitchen. St. Paul's provides coffee and tea. Additional food must be catered.

### **Library**

*Suitable for small groups up to 15 people, no food or beverages permitted.*

Non-profit groups, workshops, etc.: donation.

For-profit groups: donation.

### **Use of the Kitchen**

Non-profit groups other than wedding showers, baby showers, parties, and funeral receptions listed above: \$30

For-profit groups: \$75

### **Use of Outdoor Spaces**

Use of outdoor spaces will be addressed on a case-by-case basis.

Rev. Date Feb. 2022