



ST. MATTHEW'S
EPISCOPAL CHURCH

St. Matthew's Episcopal Church Rental Rates

Space	Maximum Capacity	Parishioner	Non-parishioner Non-profit	For Profit	Restrictions
Saint's Hall	300	\$500*	\$800*	\$1,600*	-
Clingman Chapel	100	\$50*	\$100*	\$200*	-
Meeting room "A"	20	\$10	\$20	\$40	-
Library**	20	\$10	\$20	\$40	No food or drink
Lounge	20	\$10	\$20	\$40	-
Saint's Hall Kitchen		\$20 per hour	\$22 per hour	\$22 per hour	

Spaces used for Sports Team Practices

Saint's Hall	\$40/use for up to 2 hours
St. Matthew's Field	\$20/use for up to 2 hours

Additional Services

Tablecloths (laundering)	\$20.00 per load/3 tablecloths per load
Nave Streaming Services	\$50.00/ per event
AV System Training	\$25 per hour 9-2 Monday – Thursday \$50 per hour after 2p Monday – Thursday with a two hour min. \$90 per hour Friday – Sunday with a two hour min.
Storage Closets	\$10.00 per month
Church Maintenance	\$75.00 -Includes setup and breakdown of up to 10 round tables, 4 8' or 6' tables, 70 chairs, removal of trash and sweeping of floors. Any additional tables or chairs will be subject to an additional fee. \$15.00 per table. \$10.00 for up to 7 chairs.

*A refundable damage deposit is required, Saints Hall (\$200) and for Clingman Chapel (\$50), thirty (30) days prior to the event.

**Library is to only be used if reserved space becomes unavailable. Also see restrictions.

These rates are based on a maximum four hour rental of the space, which does not include the cost for someone from the maintenance crew to be in attendance after our regular office hours Monday-Friday, 9am-3pm.

A parishioner is a pledging communicant in good standing.

The Rector has authority to alter rental rates as required.



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Policies, Procedures and Agreement for Building Usage

Please read all of the information below and check off each section

Reservations

- Reservations may be made up to 12 months prior to the event. The reservation will be held with a signed contract and a 50% rental deposit. The balance of the rental fee and a \$200 refundable damage deposit for Saints Hall, and \$50 for Clingman Chapel, is due 30 days prior to the event. The damage deposit will be refunded within 30 days after the event upon satisfactory inspection of the premises. Any damages caused to any church property resulting from the individual or group activities will be charged to the appropriate party. In the event that the function is cancelled at least six months in advance, 75% of the deposit will be returned. In the event the function is cancelled within three months of the date, only 50% of the deposit will be refunded. In the event the function is cancelled within 30 days of the day, only 20% of the deposit will be refunded. If, however, the space is rented by the church to another user on the reserved date, the entire deposit amount will be returned. Payment can be made by check, cash or credit card.
- Please note that these rooms will be made available to you on these days and times only. No other room is to be used without prior agreement. This facility is used by many community groups throughout the week. An empty room may be used later by another group.

Hours

- Preparation for the event may begin a maximum of two hours prior to the event. If no event is scheduled for the space earlier in the day, access to the space may be granted more than two hours prior to the event. All events must be concluded by 11:00 p.m.

Food and Beverage

- You may use a caterer of your choice. The caterer is responsible for clearing and cleaning all tables, chairs, and equipment of any kind used in the event. Additionally, the caterer shall remove all garbage to the outside dumpster. The church's cleaning crew will do any heavy cleaning, however, we request the caterer to wipe up any spills immediately. If a caterer is not used, all food must be prepared prior to bringing it to church. In this case, the refrigerators, warming tables and coffee makers may be used, but no other kitchen equipment may be operated. If there is no caterer, the event host is responsible for cleaning tables, removing garbage to the outside dumpster and wiping up any spills immediately.

Alcoholic beverages may be served only if a variety of non-alcoholic beverages are also available. If alcoholic beverages are to be served, the caterer or host must provide the Church with a certificate of host liquor liability insurance naming the church as an additional insured. Please refer to the Alcohol Policy.

Decorations

- Decorations may not be affixed to any wall, ceiling, or light fixture with tape, nails, tacks, screws, staples or any type of adhesive. Candles must be in a glass shade or votive container. No glitter, confetti, sprinkles, "silly string", rice, birdseed, flower petals, or bubbles may be used in the facility; only flower petals or bubbles may be used outside.

Set Up/Clean Up

- The user is responsible for all set up of furniture and equipment and we request that all items be put back in their original location after use. Please be sure that all windows are closed and locked, all interior lights are turned out and the building is locked if you are the last party out of the building. Please contact the Parish Secretary to request keys or codes to lock/unlock the building.
- We request that adults accompany all children and youth while in the building.
- The user is responsible to leave the facility clean. If you anticipate that follow-up cleaning will be necessary, there will be an additional charge. This arrangement must be made prior to the event so that a cleaning crew can be scheduled. Any damage to the facilities, furniture or equipment will be the financial responsibility of the user.

Storage

- Storage space is available to rent monthly in our community office. All items must be stored in a clear storage bin that is clearly labeled with a contact name and phone number. Food and beverages with the exception of unopened water in their original containers cannot be stored in the space. The storage fee must be paid along with the weekly/monthly payment.

Sound Systems/Projection Screens

- The sound system, projections screens and microphones in Saint's Hall and Clingman Chapel are available for use with a signed rental agreement. If training on how to use the sound system is needed by the renter, an appointment will have to be scheduled prior to the event. The church will not provide any staff members at the time of the scheduled event to set up or operate the sound systems, projections screens or microphones.

Note: St. Matthew's Episcopal Church is a non-smoking facility. The host of the event will be responsible for enforcing the non-smoking policy within the facility.

Please talk directly with our Parish Secretary (895-3485) about rental costs for the room and for any equipment rental.

By signing this agreement, the renter agrees to comply with all policies stated above.

Name _____

Signature _____

Date _____

Email _____



ST. MATTHEW'S
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Alcohol Use Policy, Procedures and Agreement

Please read all of the information below and check off each section

- Any and all necessary and reasonable precautions shall be taken to supervise alcohol usage to insure that no individual is over served and that no individual under the legal drinking age is served.
- Alcohol usage will be supervised by the group hosting the event in consultation with the rector.
- No alcohol may be served at any youth or youth-sponsored event.
- Alcohol may be served at functions provided that reasonable efforts are made to remove it from the original containers and serve it in carafes, glasses, cups, etc.
- When alcohol is served, food, and an equally attractive and accessible non-alcoholic beverage shall also be provided.
- Whenever there is a charge for an event where alcohol is served, the fee for the event will include the cost for all beverages.
- Groups hosting an event must receive the Rector's or Vicar's approval in order to serve alcohol.
- Any "outside group" or group "advertising to the public" that serves alcohol on church premises will be required to obtain an "event rider" from an insurance company. An "outside group" is defined as any community group, diocesan group, or similar event. "Advertising to the public" is defined as publicity through radio, newspaper, television or signage to induce the public to attend the scheduled event. However, this will not include notices published in church newsletters or church Web sites. When the church is the site for a wedding, the church should charge enough in usage fees to cover the cost of their insurance rider for the event.
- We reserve the right to not accept any deposit until the above mentioned "event rider" has been obtained and submitted along with a signed contract.
- Care will be exercised by the congregation to ensure that all alcohol usage on the premises is in accordance with appropriate state and local laws and ordinances.

By signing this agreement, the renter agrees to comply with all policies stated above.

Name _____

Signature _____

Date _____

Email _____



ST. MATTHEW'S

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Saint's Hall Kitchen Policies, Procedures and Agreement

Steam Tables/Warmers

- Directions for the warming oven, steam table, convection/microwave etcetera are located in the red notebook near the stove.
- If you are going to be using the steam table in Saint's Hall, there is a receptacle for the plug at the end of the serving bar/counter nearest the parking lot.
- If you are going to use the warming oven in Saint's Hall, it may be plugged in at any outlet on the serving bar/counter.
- Refrain from using any of the plugs near the stage for anything but sound equipment. If you used the warming oven or the steam table, make sure they has been drained and spills wiped.

Pots/Pans/Utensils

- The renter may use the Saint's Hall kitchen pots, pans and utensils if needed. All pots/pans and utensils that are used are to be cleaned and restocked in their original storage space.

Refrigerator

- The renter may use the stainless steel refrigerator and freezer to store their food 24 hour prior to their schedule rented time. All food items must be labeled and dated.
- All leftover food must be removed from the kitchen. If any leftover food is not removed, it will be discarded.
- Do not use any food in the refrigerator that does not belong to you. There are several groups that use the kitchen.

Dishwasher

- The dish washer instructions are hanging on the shelf in the dish washing room. Make sure to follow the directions and drain the dishwasher after you have finished using it.
- There is a specific type of soap/detergent that is used for the dishwasher. The renter cannot use any other type of soap other than what is provided.

Sinks

- Sinks are located in three areas of the kitchen. The small sink next to the ice maker is for hand washing, the sink near the white freezer is a prep-sink for preparing foods and the sinks in the dishwashing room are for doing dishes.

Trash/Recycling

- Blue Recycle bins are located in the kitchen or hallway, except for the glass and plastic bin next to the icemaker.
- The tank between the refrigerator and stove is a fire extinguisher. Please DO NOT place anything on top of the recycle bins in front of the fire extinguisher.
- There are numerous trash cans on rollers for regular trash. Kitchen garbage is NOT emptied daily so please take any smelly garbage to the garbage dumpster in the parking lot (to the left as you go out the back exit of the building). The key to the dumpster is hanging above the light switch.

Clean Up

- Please wipe down all work tables, sinks and the stove with hot soapy water when you have finished using the kitchen.
- If you are not sure where an item should be stored, leave it on a work table and a Kitchen Committee member will put it where it belongs.
- DO NOT use steel wool or any other metal cleaning devices on any of the work tables or the stove.
- The renter is responsible for bringing their own cleaning supplies, paper towels and kitchen towels. Brooms and mops will be available in the kitchen closet, off the dishwashing room. Be sure to empty the mop bucket.

Broken appliances and kitchen items

- If the renter breaks any kitchen items that belong to the church, they must contact the Parish Secretary immediately.
- If the renter notices any kitchen items that are broken that belong to the church, they must contact the Parish secretary immediately.

Using Kitchen Equipment

If there is an appliance/equipment in the kitchen that the renter is not sure how to use, they must contact the parish secretary prior to the agreed rental time. The parish secretary will set up a date and time to have the renter instructed on the use of the appliance/equipment.

Storage

If the renter needs storage space for their equipment, an additional amount may need to be added on to the regular rental rate. This is dependent upon the type and size of equipment. This must be discussed prior to the rental agreement.

Emergency/Fire

If there is a fire on/in the gas stove, the renter must pull the Fire Suppression System and call 911 immediately.

Additional Notes

Please note that St Matthew's Episcopal Church is not responsible for any type of injury that may occur while using the Saint's Hall kitchen.

The renter must disclose the names of those who will be using the kitchen other than the renter.

Name

Signature

Date

Email



ST. MATTHEW'S

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Field Rental Information and Agreement

Please read all of the information below and check off each section

The following agreement is drawn regarding the use of the St. Matthew's Episcopal Church grounds and/or parking area. We find that it is helpful to put into writing all expectation and agreements made between the church and any group wishing to rent the facility.

- It is agreed that **Contact/Organization** may use the field on **Dates and Times**

- It is agreed that the field and adjoining grounds will be left in the condition in which they were before the practice began and that all trash will be put in appropriate containers.

- It is agreed that if St. Matthew's Episcopal Church needs to cancel any practice in order to use the grounds for church purposes, the contact **Name/Contact Info**, will be contacted as soon as possible and arrangements will be made to facilitate the group's practice.

- It is agreed that St. Matthew's Episcopal Church is not liable or responsible for the safety of the participants or for any damage to the surrounding homes or cars. Please be aware that the field has no outdoor lighting for use after dark.

- A charge of \$20/use will be assessed for use of the field.

- In case of inclement weather, the team may use Saints Hall for \$40/use for up to 2 hours if available.

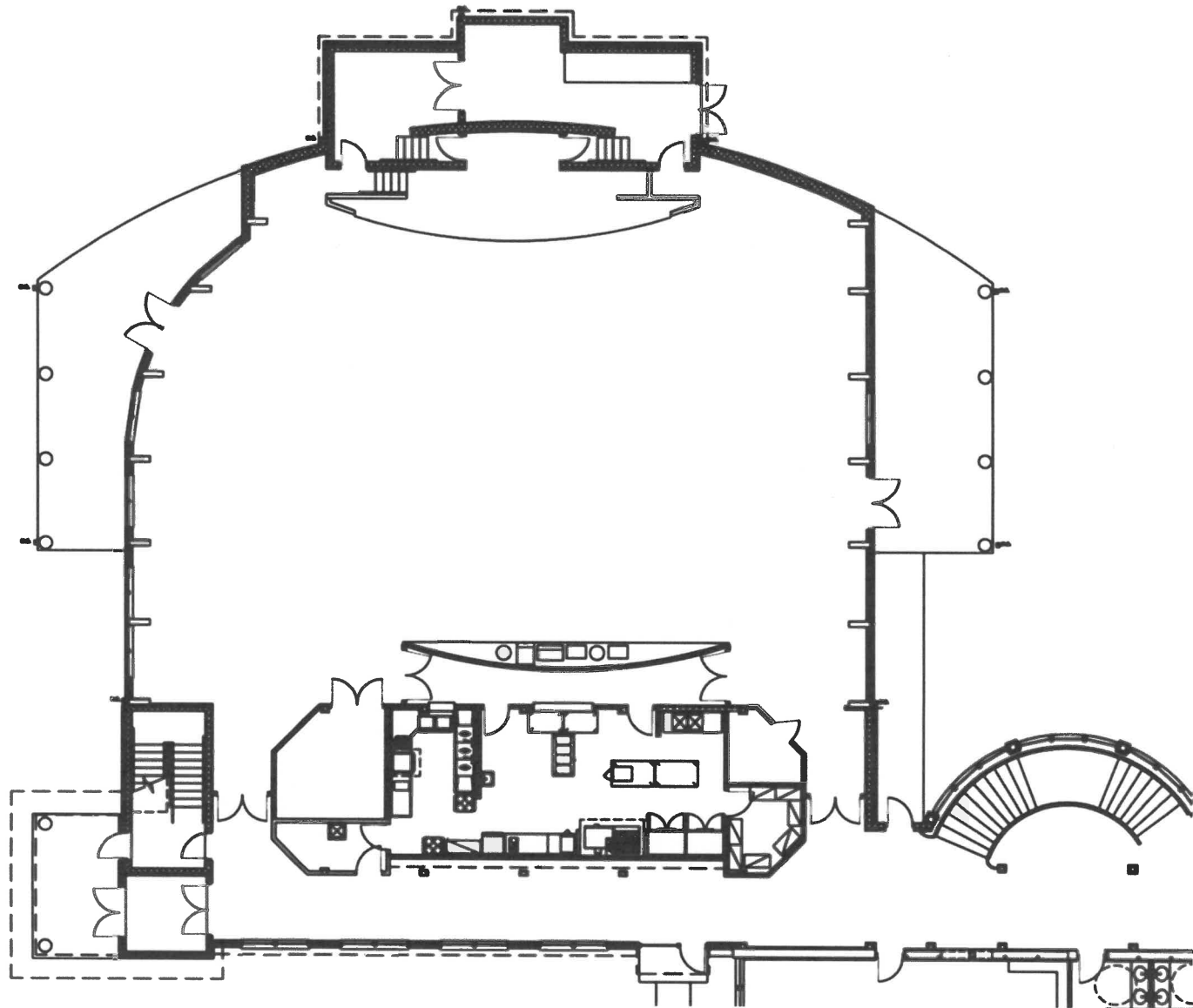
Name

Signature

Date

Email/Phone

Saints Hall Diagram



Clingman Chapel Diagram

