

ST. CATHERINE'S EPISCOPAL CHURCH
Building Use Fees and Policies
(Rev 02/03/23)

The grounds and buildings of St. Catherine's Church are first and foremost for church use: worship services, sacraments, worship related music, Christian education and formation, meetings of the parish, vestry, and church committees, church sponsored outreach, and church fellowship.

Religious services always have priority. Activities or meetings generally will not be scheduled in conflict with scheduled worship services.

Weddings and funerals taking place at St. Catherine's follow liturgies prescribed by The Episcopal Church. Because we take seriously the congregation's promise in the marriage liturgy to support the couple in their life in Christ, in most cases, at least one member of any couple seeking to be married at St. Catherine's must be an active member of St. Catherine's.

Funerals may be performed for members or others at the Rector's discretion. In the case of cremation, members of St. Catherine's may choose to be interred in the St. Catherine's Memorial Garden. All interments are direct to ground - no urns are buried with the cremains.

St. Catherine's facilities are generally reserved for use by active members of the congregation who contribute to the ministries of St. Catherine's by their presence, prayers, time, and financial support. In addition, St. Catherine's welcomes the appropriate use of church facilities in ways that support our community. At the discretion of the Rector, guests or community groups may contract to use the facilities for approved events.

The following are not permitted on church property: political meetings, political discussions, political fundraisers; private fundraisers not connected with the church or church ministries; sales presentations or solicitations; private business initiatives, enterprises or offices; non-profit organizations not known to the clergy or vestry, church services or meetings of other churches or denominations (except as approved by the Rector).

FUNERALS

	Active Members	Guests	Projected Cost
Nave	No charge	No charge	
Parish Hall or Parlor for reception	No charge There will be a \$300 cleaning fee if the room is not left as found	\$500 (includes a \$300 cleaning fee)	
Interment in Memorial Garden	\$500 for interment, brass plaque and on-going care of the garden	NA	
Clergy	A donation to the Clergy Discretionary Fund is welcome but not required	A donation to the Clergy Discretionary Fund is welcome but not required	
Organist	\$300 - Church Organist has first right of refusal	\$300 - Church Organist has first right of refusal	
Other musicians	Negotiate with organist	Negotiate with organist	
Flowers (two arrangements at the altar)	\$100 donation to Flower Guild. Flowers remain in the Nave for Sunday services	\$150 donation to flower Guild. Flowers remain in the Nave for Sunday services	
Standard format bulletin	No charge	\$100 for up to 200 copies	
Live-stream or video recording	\$100 - to be hosted on our Pastoral Care page	NA	
Reception food and drink	No charge for cookies and punch hosted by congregation. Additional reception food should be provided by family or family's caterer Only beer and wine may be served, no hard liquor. All servers must be 21 years old. All receptions limited to 2 hours	Please use an outside caterer. Alcohol may not be served. Receptions limited to two hours	

WEDDINGS

	Active Members	Guests	Projected Cost
Nave	No charge	\$750	
Wedding service deposit	\$250 – returned if no damage and if rehearsal/wedding begin on time	\$500 – returned if no damage and if rehearsal/wedding begin on time	
Parish Hall for reception/rehearsal dinner	\$400 per event to include: <ul style="list-style-type: none"> • \$100 space use • \$300 cleaning fee Events are limited to three hours and must end by 10pm.	\$1250 per event to include: <ul style="list-style-type: none"> • \$500 for space use • \$300 cleaning fee • \$200 for set up • \$250 for opening, lockup and security Events are limited to three hours and must end by 10pm.	
Parish Hall AV system	Not available	Not available	
Dressing areas	No charge Two rooms available for up to four hours prior to ceremony No alcohol allowed	No charge Two rooms available for up to four hours prior to ceremony No alcohol allowed	
Clergy - Up to four sessions of premarital counseling required.	No charge for ceremony or counseling Donations may be made to Clergy Discretionary Fund	No charge for ceremony \$400 donation to Clergy Discretionary Fund for premarital counseling	
Organist	\$300 depending on complexity of music \$100 more for rehearsal.	St Catherine's organist has first right of refusal Outside organists must be approved by St Catherine's	
Other musicians	Discuss with organist	Discuss with organist	
Flowers by Flower Guild	\$150 donation for two arrangements at the altar Flowers remain in Nave for Sunday service For more arrangements, or for specific requests, please discuss with office	\$150 donation for two arrangements at the altar Flowers remain in Nave for Sunday service For more arrangements, or for specific requests, please discuss with office	
Livestream	\$100 - to be hosted on our Pastoral Care page	\$250 -to be hosted on our Pastoral Care page	

Standard format bulletin	No charge	NA	
Parish Hall and Kitchen Use:	<p>No food preparation.</p> <p>Warming ovens and refrigerator may be used upon request.</p> <p>Alcohol limited to beer and wine, no hard liquor. All servers must be over 21.</p> <p>Linens used by members are expected to be laundered and returned within 7 days.</p> <p>Seating limited to 96 at rounds, 120 standing</p>	<p>No food preparation.</p> <p>Warming ovens and refrigerator may be used only by approved caterer. No other appliances may be used.</p> <p>No alcohol may be served.</p> <p>Tables and chairs provided.</p> <p>No use of house linens, china, tableware.</p> <p>Seating limited to 96 at rounds, 120 standing</p>	
Building Opening and Closing	Church member reserving space is responsible for opening and closing of building	Staff member is responsible for opening, closing, and securing space (included in Parish Hall rental fee)	

ALL OTHER EVENTS

	Active Members	Guests	Projected Cost
Parish Hall	<p>For active members, a fee of \$25-100 is charged depending on size and length of gathering (up to 4 hours)</p> <p>Cleaning options:</p> <ul style="list-style-type: none"> • \$300 cleaning fee will be charged, or • member may clean space after event to return to original condition <p>Member reserving the space must be present on campus during the entire event and responsible for opening, lockup and security</p>	<p>Ministries of the church, as determined by the Rector: no charge</p> <p>For nonprofits and community groups known to St. Catherine's, a fee of \$25-100 is charged depending on size and length of gathering (up to 4 hours). For meetings outside of regular business hours, an additional opening and lockup fee of \$200 will be charged.</p> <p>Cleaning options:</p> <ul style="list-style-type: none"> • \$300 cleaning fee will be charged or • member may clean space after event to return to original condition <p>For all other guests, \$400/day for up to 4 hours (includes space use and \$300 cleaning fee)</p> <p>\$550/day for up to 8 hours (includes space use and \$300 cleaning fee)</p>	
Parish Hall Kitchen	<p>No cooking or food prep in the kitchen</p> <p>Warming ovens and refrigerator may be used upon request</p>	<p>Approved caterer only. No cooking or food prep in the kitchen. Appliance use restricted to refrigerator warming ovens only.</p>	
Parish Hall AV system	Not available	Not available	
Youth House	Discuss directly with Youth Director	Available for use by outside Episcopal Youth Groups with approval of Youth Director - fees negotiable	
Meeting rooms (Board room,	No charge	Ministries of the church or non-profits known to the rector: no charge	

conference room, library, parlor)	Member reserving the space must be present on campus during the entire event and responsible for opening, lockup and security.	For all other community groups, meetings may be held as space is available during business hours only at no charge	
Church School Classroom Space	Cannot be used except for formation purposes – discuss need with Rector	Cannot be used except for formation purposes – discuss need with Rector	
Preschool Classroom Space	Cannot be reserved	Cannot be reserved	
Nursery	Cannot be reserved	Cannot be reserved	
Playground	No charge No restroom access No ability to exclusively reserve Church holds no liability for injury	No charge No restroom access No ability to exclusively reserve Church holds no liability for injury	

Policies and Agreements

<i>Please initial the appropriate column to indicate your understanding and acceptance of this policy or to indicate that it does not apply to your event.</i>	Yes, I understand and will abide	Not applicable to event
General		
Smoking is not allowed anywhere on St. Catherine's property including outdoors.		
Food and drink may only be served in the parish hall and youth house kitchen area.		
Tape may not be used on walls or ceilings anywhere in the facility.		
Paint, confetti and glitter are not allowed in any church space or outside.		
All rooms must be left in original condition upon departure (e.g., furniture returned to original layout).		
All lights must be turned off and all doors securely locked upon leaving the facility.		
No weapons or firearms except in the possession of properly uniformed or credentialed law enforcement personnel on duty.		
Fees		
All fees, except for fees for musicians, are to be paid in one check made out to St. Catherine's Episcopal Church at least one month prior to the event. Payments for musicians are to be made directly to them.		
The security deposit, minus any additional fees, will be returned within 2 weeks after the event.		
Use of Parish Hall		
I have read the terms of the parish hall use as outlined above and agree to follow all rules and restrictions.		
Weddings and Funerals		
Music for services of worship, including weddings and funerals, must come from a sacred music tradition. The Rector or Organist/Music Director must approve music choices.		
For weddings, all civil requirements (marriage license, etc.) must be met in a timely manner.		
For weddings, wedding planners (if applicable), must contact the Rector one month in advance to confirm arrangements. Wedding planners are expected to abide by all church policies.		
For weddings, photographers and videographers must meet with the Rector prior to the service. They may not stand in the center aisle during the ceremony.		
Items attached to pews must be approved by the Flower Guild.		
Due to safety concerns, no throwing of rice or birdseed is allowed.		

By signing below, you attest that you have read terms and charges for use of facilities at St. Catherine's and agree to follow them.

Signature _____ Date _____

By signing below, you agree to indemnify and hold harmless St. Catherine's Episcopal Church against and from any and all claims by or on behalf of any persons from any accident in or on the premises of the Church in association with the event.

Signature _____ Date _____

St. Catherine's Representative _____

Date _____

Event Intake Form
St. Catherine's Episcopal Church

Event Date:

Event Type: _____

Person responsible: _____

Company (for corporate events): _____

Address: _____

Phone: _____

E-mail: _____

Event time: _____

Space requested: _____

Event description: (Resources needed)

Clergy approval from: _____ **Date** _____

Fee and policy agreements signed? _____ **(Date)**

Wedding Intake Form

Couple's full names: _____

Address(es): _____

Phone(s): (cell) _____

(home) _____

Date of wedding: _____ Time of wedding: _____

Date of rehearsal: _____ Time of rehearsal: _____

Will Communion be served? (circle one) Yes / No

Do you want St Catherine's to provide bulletins? (circle one) Yes / No

Officiating Clergy:	
Organist / Musician(s) :	
Photographer: Contact Information:	
Videographer: Contact Information:	
Professional Wedding Planner: Contact Information:	

Other:	
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