

User:

Date:

Bldg:

ST. LUKE'S EPISCOPAL CHURCH: BUILDING AND FACILITIES USE POLICY



**Mailing Address:
PO Box 981208
Park City, UT 84098**

www.stlukespc.org

**Church: 4595 N. Silver Springs Dr.
Chapel: 525 Park Ave.**

**THE REV. CHARLES ROBINSON, RECTOR
TELEPHONE: (435) 649-4900 EXT. 11
FAX: (435) 655-7123**



To: The Individuals and/or Organizations Desiring to Use the Buildings and Facilities of St. Luke's Episcopal Church

Welcome,

Before scheduling your event with St. Luke's, you will be asked to sign the St. Luke's Episcopal Church Building and Facilities Use Agreement and you will be asked to pay some fees. We apologize, but the agreement is quite lengthy with a long list of rules and regulations by which you must abide. In this day and age, we have to attempt to be as thorough as possible.

However, if you keep just two common sense rules in mind, there should be no problems. First, remember that the buildings and facilities you will be using are considered sacred to the people of St. Luke's. You must treat the space and the sacred objects therein with the utmost reverence.

Second, think of your use of the St. Luke's buildings as similar to you inviting someone to use your home for a day. How would you want those people to treat your house, your home? How would you feel if they rearranged your furniture, broke things, and left food crumbs and debris on your carpet? You would want what we want. We want you to leave our building in the same clean and orderly condition in which you found it before your event began.

The fees are to both cover the cost of the use of our buildings and to provide some financial support to the institution. Most people severely underestimate the cost of running and maintaining a church. We believe the fees are reasonable and we hope you will as well.

Peace and Blessings,

Fr. Charles Robinson, Rector

St. Luke's Episcopal Church



St. Luke's Episcopal Church Building and Facilities Use Agreement

This agreement is entered into this _____ day of _____, 20____ by and among the Corporation of the Episcopal Church in Utah, a Utah nonprofit corporation (An Owner) and St. Luke's Episcopal Church, (A Parish) at 4595 North Silver Springs Dr., Park City, UT 84098, and

(Users' Names):

whose address is:

hereinafter referred to as "User."

This agreement applies only to:

_____ Chapel (525 Park Ave.) _____ Church (4595 N. Silver Springs Dr.)

By permit, Parish authorizes User to use, subject to conditions set out below, the following described lands and/or facilities:

_____ Sanctuary _____ Fellowship Area _____ Kitchen _____ Library

_____ Bethlehem (Nursery) _____ Cana _____ Jerusalem & Nazareth (Double Room)

Other (specify): _____

Except for rest room facilities, User shall not use any other rooms in the building.

This permit is issued by the Parish solely for the following described activities:

The term of this permit is limited to the above described activity and is hereby issued from the _____ day of _____, 20____ through the _____ day of _____, 20____ inclusively.

The rooms designated for your use will be available:

from _____ am/pm until _____ am/pm on (date): _____, 20_____.

from _____ am/pm until _____ am/pm on (date): _____, 20_____.

from _____ am/pm until _____ am/pm on (date): _____, 20_____.

from _____ am/pm until _____ am/pm on (date): _____, 20_____.

Additional dates and times when relevant:

In return for the privilege of using said lands and /or facilities, User hereby agrees to accept and comply with each of the following terms and conditions:

1. Non-profit organizations and groups, whose mission, philosophy, and activities are compatible with that of the Episcopal Church, shall use St. Luke's facilities. Any exceptions shall be considered on a case by case basis and be subject to approval by St. Luke's Vestry. User shall provide Parish with a 501 C 3 IRS Exemption Determination Letter identifying User's non-profit status.
2. St. Luke's Episcopal Church reserves the right to deny the use of its facilities to anyone whose mission, philosophy and activities are perceived to be in conflict with that of the Episcopal Church.
3. All uses of any buildings and/or facilities must be approved by the rector (pastor) of St. Luke's and/or his designee and will be based upon the availability of an approved member of St. Luke's to attend the event in question.
4. The requirement that an approved member of St. Luke's must attend the event in question may be waived by the rector and/or designee if deemed appropriate by the same.
5. All fees must be paid prior to the event (e.g., wedding, conference, etc.) Your date will not be confirmed until payment has been received.
6. The St. Luke's Episcopal Church Building and Facilities Use Agreement must be submitted at the same time as payment is made. The event will be canceled if the Building and Facilities Use Agreement is not submitted.
7. All facilities must be returned to their original condition. All rooms must be left clean.

8. The church's Sanctuary (worship space) is held sacred by the people of St. Luke's and must be respected and treated as sacred space.
9. Facilities will be reserved on a first come basis. Although Parish activities will take precedence, we will make every effort not to bump any scheduled event off of the calendar. Certain unavoidable circumstances (such as funerals) may make it necessary to provide an alternate room, reschedule, or cancel an activity. Fees will be refunded in the event of a cancellation for this reason.
10. All individuals will be required to leave at the scheduled end of the event or incur a \$100 per hour charge.
11. Children must be supervised by an adult at all times, inside and outside of the building.
12. All articles belonging to the user and your guests and all materials used to decorate the church must be removed immediately after the event.
13. If any items are left in the building following your event there will be a \$50 moving fee and a \$25 per day storage fee. These fees will be deducted from your deposit. St. Luke's Episcopal Church and/or his designee are not responsible for any loss or damage incurred.
14. Everything (including the sound system) must be restored to its original condition prior to the Saturday after your event so that everything is ready for worship services on Sunday.
15. Insurance. (Does NOT apply to individuals using the facilities for a one-time event, e.g., weddings.) Owner and Parish shall not be responsible for lost or stolen property of, or injuries or damage to, User or any member, guest or invitee of User utilizing the Parish or its facilities whether inside or outside. User shall deliver to Parish before making any use of its facilities a certificate of insurance relating to User and its activities and operation. The certificate or policy of insurance shall be issued by an insurance carrier licensed to do business in the State of Utah and reasonably acceptable to Owner and Parish. The policy shall provide insurance protection to include the following:
 - \$1,000,000 for injury to or death of any one person per occurrence.
 - \$1,000,000 for injury to or death of more than one person per occurrence.
 - \$500,000 for damages to property and products per occurrence.
16. The certificate or policy shall list Owner and Parish as additional insureds.
17. Indemnification. User shall indemnify and hold harmless the Owner and Parish, its officers, agents, employees, trustees, and affiliates from and against all loss, cost, claim, liability, damage or expense, including without limitation, attorney's fees and costs, arising from or associated with any injury or damage to person or property relating to or arising out of User's use of St. Luke's building and property.
18. Parish cannot be responsible for providing coffee, other beverages, and/or supplies except for diocesan groups who have entered into a separate agreement for such service. The user must provide their own equipment and supplies.

19. Any alcoholic beverages to be served must be in compliance with Owner policy and be approved by Parish prior to event. Alcohol (champagne or wine, no hard liquor) is permissible in the church parish hall area only. If alcohol is consumed by guests on St. Luke's property, the signer of this agreement is responsible for conduct, behavior and actions of such guests.
20. St Luke's maintains a smoke free environment.
21. The user is expected to clean up after your activity, leaving the facilities in the exact condition in which you found them. User shall keep said lands and/or facilities to standards of repair, orderliness, sanitation and safety acceptable to Parish. Prior to termination of this permit, User shall clean and restore said lands and/or facilities either back to original condition or to a condition satisfactory to St. Luke's.
22. User must remain on the premises until all participants have left the buildings and grounds and is responsible for verifying the lights are turned off and the facility is left locked and in good order.
23. User shall be provided scheduled access to the building and/or a key fob. User shall deliver to Parish a key fob deposit of \$80.00 for the first fob made available to User and \$50.00 for each additional fob. User shall not allow or distribute the fob to User's members without prior written consent of Parish. User shall return all such fobs to Parish upon the expiration or earlier termination of this Agreement. Parish shall return the deposit to User upon return of fob(s). Wedding parties will not be issued a fob as the wedding facilitator will have access to the buildings.
24. User shall cooperate with Parish in maintaining its facilities as a place of worship and as a center for learning, recreation, and mutual support and fellowship for congregation members, guests and invitees. User shall not interfere with Parish's use of its facilities or that of Parish's other guests and invitees.
25. The user may not rearrange or remove any furnishings (pews, musical instruments, altar etc.) in the building. This includes items hanging on the walls, without prior approval.
26. The user may not rearrange or remove any items from the Altar.
27. The user may not attach anything to any walls or furnishings including the pews. This includes using nails, staples, tape, etc.
28. A \$300 cleaning/damage deposit is required and will be refunded upon approval of the parish office after it has been determined that all facilities were left clean, in good order and without damage. This must be received with the rental fee, as a separate check. This fee is to be paid at the same time space is held for you. (Your event date will not be reserved until this check and this signed agreement are received)
29. A janitorial fee of \$150 is required for the cleaning of the facility before and after a major event such as a wedding. This is arranged for by the church office using the churches janitorial services. (This fee is waived for Alcoholics Anonymous and the Spiritual Center of Park City Congregation as long as they take care of and clean their area of use.) This fee is to be paid at the same time space is held for you.

30. If your event is canceled, please notify us immediately. The fee will be refunded if cancellations are made 30 days prior to the scheduled date of the wedding. Twenty-five percent of the fee will be refunded if cancellations are made within two weeks of the scheduled date of the wedding.
31. Parish may terminate this permit at any time for breach of any terms or conditions herein agreed to.
32. User shall pay to St. Luke's a building rental fee of \$_____. This fee covers the use of the rooms and facilities designated for User's.

_____ I have read and agree to the above stated regulations #1-32.
(Please initial)

Insert any additional regulations:

This agreement is accepted by User subject to additional conditions numbered _____ to _____ attached hereto and hereby made a part of this permit.

Regulations Specific to the Chapel: (525 Park Ave.)

1. The chapel seats 45 comfortably. This is the maximum capacity. If more than 45 people are expected, the event will need to be held at the church.
2. Parking on Park Ave. is strictly for residential use. Attendees will need to park on Main Street, Swede Alley or a shuttle will need to be arranged. Parking spaces may not be blocked off. This information must be included in your guests invitations or mentioned in the obituary.
3. Due to the historic nature of the Chapel, the building is not handicap accessible. i.e. steep stairs and no wheelchair ramp.
4. There is no air conditioning or air circulation in the Chapel.
5. Children must be supervised by an adult at all times, inside and outside of the building.
6. The Building and Facility Use Agreement takes precedence over these regulations. These regulations are subject to change without notice. In the event of a change, St. Luke's will attempt to notify you of any changes prior to the date of your event.
7. The wedding party is responsible for any snow or ice removal.

_____ I have read and agree to the above stated regulations #1-7.
(Please initial)

Regulations Specific to the Church (4595 N. Silver Springs Dr.)

1. The church seats 120 comfortably in the pews. Chairs may be set up to accommodate more people. There are 60 of the burgundy chairs and 55 white plastic chairs. Pews may not be moved.
2. If you choose to set up more chairs, you are responsible for setting them up and putting them back after your event. The seating in the sanctuary must be put back exactly the way it was prior to your event.
3. If you choose to rent chairs, which will need to be done through an outside source, you can comfortably seat an additional 75 in the main church's sanctuary.
4. For those groups offering babysitting services, (at the church only) it is necessary to include the name, age, and telephone numbers of at least two sitters. There must always be a minimum of two sitters for groups of two or more children. This information must be submitted with the Building Use Agreement. There will be a Nursery usage fee of \$50.00.

Name: _____ Age: _____ Phone: _____.

Name: _____ Age: _____ Phone: _____.

5. Children must be supervised by an adult at all times, inside and outside of the building.
6. The user must schedule an appointment with the St. Luke's Music Director before the event and after the event to go over the Sound System checklist.
7. The sound system is only to be operated by St. Luke's technicians at \$25 per hour to be paid separately to the technician. Please inform the church office if you need a list of names of our technicians.
8. The piano, organ, microphones and any other musical instruments may not be moved unless St. Luke's Music Director has given approval.

FOR WEDDINGS: Type or Print

Bride: _____

Address: _____

Phone Number: Day: _____

Evening: _____ Cell: _____

E-Mail Address: _____

Signed: _____

Groom: _____

Address: _____

Phone Number: Day: _____

Evening: _____ Cell: _____

E-Mail Address: _____

Signed: _____

Assigned Wedding Facilitator: _____

Phone Number: _____ E-Mail Address _____

Officiating Clergy: _____

Phone Number: _____

Approved to Perform Ceremony by: _____ On: _____

To: The Bride and Groom,

We are delighted you have chosen to begin your married life with a Christian wedding where you, your family, and friends can join to ask God's blessing on your intended union. In order to avoid misunderstanding and make this special event in your life a truly joyous one, we thought it would be good for you to know the following procedures that normally apply at weddings conducted at our church and chapel. Within these broad parameters, the parish is concerned that your wedding reflect your individual desires and tastes.

You should strive to inform the minister performing your ceremony of your desire to be married at least six months before the intended date of the wedding. If the minister is someone other than the rector (pastor) of St. Luke's, you must obtain permission from the rector of St. Luke's before your wedding can be scheduled. Pre-marital counseling has been shown again and again as being helpful in getting a marriage off on the right foot and is highly recommended. The rector of St. Luke's, Fr. Charles, would be happy to discuss this with you.

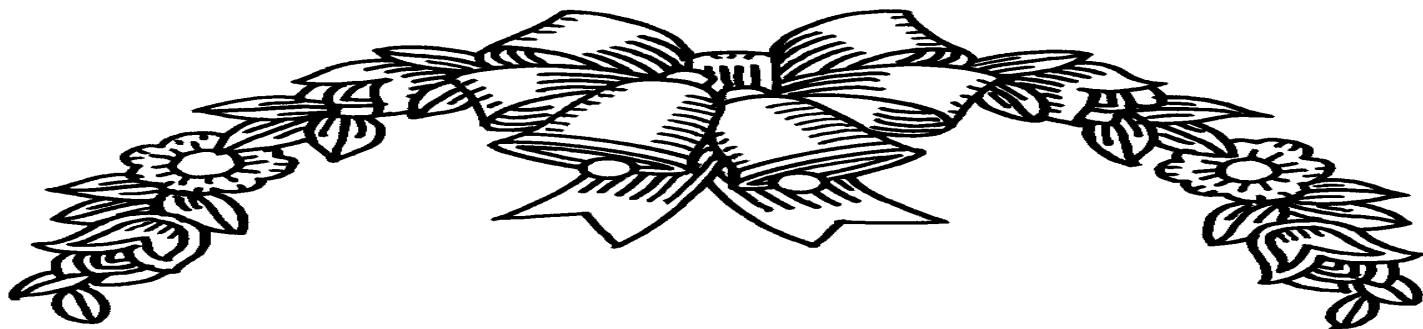
Please note, an Episcopal clergy person from another diocese must receive written permission to perform your wedding from the Episcopal Bishop of Utah at least 30 days prior to the ceremony. One of the two persons being married must be a baptized Christian. If the minister performing your wedding is an Episcopal priest and if one or both of you have been married previously, it will be necessary to send an original certified divorce decree granting the divorce(s) to the Bishop of Utah at least 30 days in advance of your wedding date. The bishop will want the Episcopal priest's recommendation regarding the authorization for your wedding ceremony to take place. General guidelines that the priest will use in recommending to the bishop that remarriage be allowed include:

- ✓ Has at least a year passed since the previous marriage ended in separation and/or divorce?
- ✓ Has adequate provision been made for the physical care and for a continuing relationship with the offspring of the previous marriage?
- ✓ Has an attempt been made to seek counseling before the previous marriage's dissolution?

Peace and Blessings,

Fr. Charles Robinson, Rector
St. Luke's Episcopal Church





Regulations Specific to Weddings

1. There will be no weddings performed at St. Luke's during Holy Week, the week prior to Holy Week, the week prior to Christmas nor the week following Christmas.
2. Parking on Park Ave. is strictly for residential use. Attendees will need to park on Main Street, Swede Alley or a shuttle will need to be arranged. Parking spaces may not be blocked off. This information must be included in your guests invitations.
3. If using the Chapel, the bride and groom will need to go to the city and let them know of the event date and the description and license of the wedding vehicle to be parked in front of the Chapel.
4. The wedding party is responsible for any snow or ice removal.
5. The user may not rearrange or remove any items from the Altar without prior consent from the Wedding Facilitator. **ONLY THE FACILITATOR MAY MOVE ANY ITEMS.**
6. The user may not rearrange or remove any furnishings (pews, musical instruments, altar etc.) in the building. This includes items hanging on the walls, without prior approval.
7. The user may not attach anything to any walls or furnishings including the pews. This includes using nails, staples, tape, etc. You may place flowers on the floor at the end of the pews.
8. Birdseed is allowed for use outside of the building, but the user must sweep it up when you are finished. Rice or confetti may not be used in or near the building.
9. Flower petals may be dropped down the aisle, but you are responsible for picking them up and disposing of them.
10. The wedding plan needs to be reviewed and pre approved by the Wedding Facilitator. IE. Photography, flowers, candles, etc...
11. You are responsible for securing your own musicians, florists and photographers. The choice of music should reflect the religious character of the service. The wedding party is responsible for your own musicians.

12. If a professional or amateur photographer is used, please inform them that all equipment needs to be dismantled and removed no later than half an hour before the scheduled beginning of the service. Make sure they understand that there will be no flash photos or moving about in the church during your ceremony.
13. Consult the minister performing the ceremony about the use and placement of VCR equipment. It is usually recommended that at least 1/2 hour be allowed for photographs before the time of the service.
14. All deliveries (i.e. floral) must be coordinated with the St. Luke's Wedding Facilitator. A member of the wedding party must be present to accept and sign for all deliveries. St. Luke's is not responsible for deliveries.
15. There will be no receptions in the main church building or chapel following a wedding ceremony unless a member of the wedding party is an active member of St. Luke's Church. All receptions must be pre-approved by the Wedding Facilitator assigned to the event. There will be no receptions at the Chapel.
16. There will be additional rental and cleaning fees for all basic receptions. 1-74 people \$250; 75-149 people \$300; 150 people and over \$400. For anything more than a basic reception, lasting no more than 1 ½ hours, fees will be discussed.
17. For members of the St. Luke's Parish family, a \$200 honorarium fee is suggested if you use the rector at St. Luke's to perform your ceremony. This is the recommended donation that may be made to the Rector's Discretionary Fund, but it is not required.
18. The Building and Facility Use Agreement takes precedence over these regulations. These regulations are subject to change without notice. In the event of a change, St. Luke's will attempt to notify you of any changes prior to the date of your event.
19. User shall pay to St. Luke's a building rental fee of \$_____. This fee covers the use of the rooms and facilities designated for User's.

_____ I have read and agree to the above stated regulations #1-19.
(Please initial)

For purposes of administering this Agreement, Parish and User designate the following individuals as their respective representatives to answer questions and to receive, from time to time, information and notices pertaining to this Agreement:

APPROVED BY RECTOR OR PARISH ADMINISTRATOR OF ST. LUKE’S

By: _____

Title: _____ Date: _____

work telephone no. _____ e-mail address _____

APPROVED BY USER OR AUTHORIZED USER’S DESIGNEE

By: _____

Title: _____ Date: _____

work telephone no. _____ home telephone no. _____

cell telephone no. _____ e-mail address _____

APPROVAL FOR SOUND SYSTEM/EQUIPMENT CHECKLIST

Contact Manuel Clayton, St. Luke’s Music Director, pianospecialists@gmail.com or text him at 435-513-2768.

Appointment Date & Time BEFORE the event: _____

Appointment Date & TIME AFTER the event: _____

Parish may terminate this permit at any time for breach of any terms or conditions herein agreed to.

Rental Fee Received: (\$20 - \$700, See attached schedule)
Check made payable to St. Luke's Church

\$ _____ Check # _____

Date Received: _____

Cleaning Fee Received: (\$150) Must be a separate check made payable to Theresa Eason

\$ _____ Check # _____

Date Received: _____

Security Deposit Fee Received: (\$300) Check made payable to St. Luke's Church

\$ _____ Check # _____

Date Received: _____

Wedding Facilitator Fee Received: (\$175 - Must be a separate check)
Check made payable to Theresa Eason

\$ _____ Check # _____

Date Received: _____

Rector's Honorarium: (\$200 If Applicable)

\$ _____ Check # _____

Date Received: _____

Key Fob Deposit Fee Received: (\$80 First Fob, \$50 each additional.)

\$ _____ Check # _____

Date Received: _____

Thank you for your cooperation. We hope your event is successful and that your time at St. Luke's is pleasant.

Peace and Blessings,

The Rector and Staff

RATE SCHEDULE "A"

<u>ROOM</u>	<u>FEE</u>
Sanctuary (pews)	\$75
Fellowship Area	\$25
Kitchen (for any food or beverage)**	\$30 (must provide your own supplies)
Classrooms and/or Library	\$20

RATE SCHEDULE "B"

Groups under this rate schedule can book the facility on a first come, first serve basis.

<u>ROOM</u>	<u># OF PEOPLE</u>	<u>FEE</u>
Sanctuary (pews)	1-25	\$50
	26-50	\$75
	51-100	\$100
	101-150	\$150
	151-max	\$200
Fellowship Area	1-50	\$50
	50+	\$75
Kitchen (for beverage)**		\$30 (must provide your own supplies)
Kitchen (for food)**		\$60
Classrooms and/or Library - (per room)		\$50

An example of how room charges would be calculated is as follows:

A "**RATE SCHEDULE A**" group of 75 people would like to use the sanctuary and have coffee for the group in the Fellowship Area after the function, the cost would be:

Sanctuary.....	\$75
Fellowship Area.....	\$25
Kitchen (for beverage).....	\$30
TOTAL.....	\$130

A "**RATE SCHEDULE B**" group of 75 people would like to use the sanctuary and have coffee for the group in the fellowship area after the function, the cost would be:

Sanctuary.....	\$100
Fellowship Area.....	\$75
Kitchen (for beverage).....	\$30
TOTAL.....	\$205

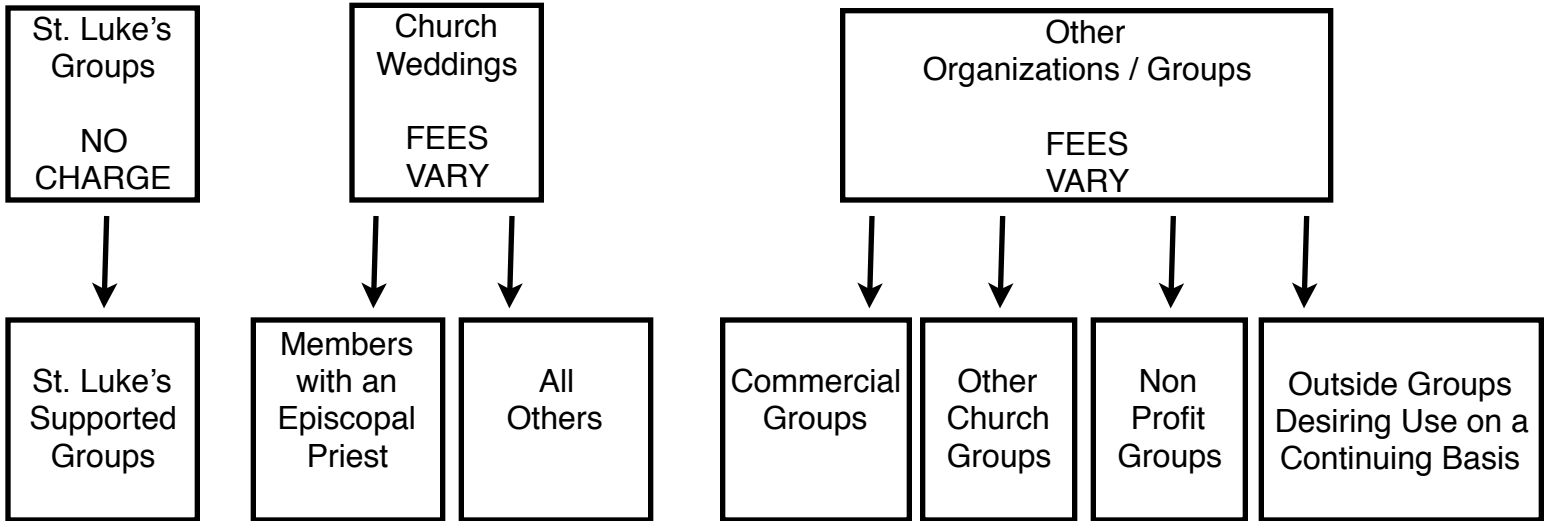
WEDDINGS:

CHURCH WEDDINGS: St. Luke's members having an episcopal wedding and episcopal priest	\$250
CHURCH WEDDINGS: All Others	\$700
CHAPEL WEDDINGS: St. Luke's members having an episcopal wedding and episcopal priest	\$100
CHAPEL WEDDINGS: All Others	\$500
HONORARIUM FOR PRIEST:	\$200

ST. LUKE'S EPISCOPAL CHURCH USAGE RATES

SCHEDULE "A"

SCHEDULE "B"



USAGE GUIDELINES: 9:00am - 10:00pm Monday - Saturday. The facility is not available on Sundays. Groups needing the building for longer than the above hours or on Sunday, need to be approved by the Vestry. St. Luke's facilities may be used on a first come, first serve basis. Use fees will be based on the number of rooms requested and by the number of people using the rooms.

ST. LUKE'S SUPPORTED GROUPS: Those groups supported by St. Luke's Church, i.e.. AA, Al-Anon, NA, etc.

OTHER ORGANIZATIONS:

OTHER CHURCH GROUPS: Church groups other than St. Luke's, (not including weddings) i.e. other denomination church retreats

NON-PROFIT GROUPS: Groups that sponsor an event and have a non-profit 501 C 3 number.

COMMERCIAL GROUPS: Non-Church affiliated groups desiring a place to meet. i.e. The Christian Center, Voting. Music Recitals

OUTSIDE GROUPS THAT WOULD LIKE TO USE THE BUILDING ON A CONTINUING BASIS:

Non church or church affiliated groups desiring weekly use of the churches facilities. i.e.

CHURCH AFFILIATED: Spiritual Center of Park City, Lua y Verdad Church

NON-CHURCH AFFILIATED: Boy Scouts

Building Use Must Be Approved by the Vestry

Sound System/Equipment Checklist

Scheduled date prior to the event: _____.

Scheduled date after Event: _____.
This must happen within three days or the Saturday following your event, whichever occurs first.

Approved Individuals for the User:

Name: _____ Phone: _____.

Name: _____ Phone: _____.

Name: _____ Phone: _____.

Items	Before Event	After Event	Notes	Approved By
Lapel A				
Lapel B				
Handheld				
Mic. 1				
Mic. 2				
Mic. 3				
Mic. 4				
Mic. 5				
Mic. 6				
Keyboard				
Guitar				
Recording System				
Piano				
Projector				
Any Instruments/ Equipment left?				

To schedule the Sound System / Equipment Checklist contact St. Luke’s Music Director Manuel Clayton. The best way to contact him is through e-mail at pianospecialists@gmail.com. If you do not have computer access, you may text him at 435-513-2768 or leave him a message.