User: Date:

St. Luke's Episcopal Church: Shared Building and Facilities Use Policy



Mailing Address:
PO Box 981208
Park City, UT 84098

www.stlukespc.com

Church: 4595 N. Silver Springs Dr.

The Rev. Ashley Wright, Rector
Telephone: (435) 649-4900 ext. 11

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

Welcome,

This Building and Facilities Use Agreement contains the rules and regulations that all persons using St. Luke's Episcopal Church grounds and property must peruse and honor. Before scheduling your event with us, please take time to thoroughly read this agreement, sign it, and return it to the church office. Please note that there are fees associated with this agreement that must be paid before scheduling. These fees cover the cost of maintaining the property and provide financial support to St. Luke's. Many people severely underestimate the cost of running and maintaining a church. However, we have worked hard to set reasonable fees.

Please remember that the buildings and facilities you will be using are considered sacred to the people of this congregation. You must treat the space and sacred objects inside with reverence and respect.

Please also remember that you are guests in this sacred space. Please reflect on what you expect of guests in your own home. How do you want them to treat your belongings? How would you feel if they rearranged your furniture, broke things, or left food crumbs on your carpet? You would likely want the same things we do, and we ask that you leave our building in the same clean and orderly condition in which you found it before your event began.

Lastly, we are thrilled for you and your loved ones as you celebrate this special time in your life. We are excited to partner with you and wish you joy and God's blessings, peace, and love.

Faithfully,

Rev. Ashley Wright,
Rector

St. Luke's Episcopal Church

St. Luke's Episcopal Church
Shared 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, an 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:

_____ 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

_____ Sunday School Room (Double Room)

____ Library

_____ AA Meeting Room (Double Room)

Other (specify):_____

Except for restroom 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 those of the Episcopal Church shall use St. Luke's facilities. Any exceptions shall be considered on a case-by-case basis and 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 conflict with those 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 be confirmed once 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 such.

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 the calendar. Certain unavoidable circumstances (such as funerals) may necessitate providing an alternate room, rescheduling, or canceling 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 after your event, a $50 moving fee and a $25-per-day storage fee will be charged. These fees will be deducted from your deposit. St. Luke's Episcopal Church and/or its designee is not responsible for any loss or damage incurred.

14. Everything (including the sound system) must be restored to its original condition before the Saturday after your event so that it 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 using 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 the 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, 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. The parish cannot be responsible for providing coffee, other beverages, and/or supplies. The user must provide their own equipment and supplies.

19. Any alcoholic beverages to be served must comply with the Owner's policy and be approved by the Parish prior to the event. Alcohol (champagne or wine, no hard liquor) is only permissible in the church parish hall area. If alcohol is consumed by guests on St. Luke's property, the signer of this agreement is responsible for the 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 their activity, leaving the facilities in the exact condition in which they found them. The user shall keep said lands and/or facilities to standards of repair, orderliness, sanitation, and safety acceptable to the Parish. Prior to termination of this permit, the User shall clean and restore said lands and/or facilities either back to their original condition or to a condition satisfactory to St. Luke's.

22. The user must remain on the premises until all participants have left the buildings and grounds. The user is responsible for verifying that the lights are turned off and that 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 the Parish. User shall return all such fobs to Parish upon the expiration or earlier termination of this Agreement. Parish shall return the deposit to the User upon the return of the 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, including 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 to clean the facility before and after a significant event such as a wedding. The church office arranges this using the church's janitorial services. (This fee is waived for Alcoholics Anonymous and the Spiritual Center of Park City Congregation as long as they care for 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 before the scheduled wedding date. 25% of the fee will be refunded if cancellations are made within 2 weeks of the scheduled wedding date.

31. Parish may terminate this permit at any time for breach of any agreed-upon terms or conditions.

32. User shall pay St. Luke's a building rental fee of $_____. This fee covers the use of the rooms and facilities designated for Users.

_____ 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

1. The church seats 120 comfortably in the pews. Chairs may be set up to accommodate more people. There are 60 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 returning them 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 must be done through an outside source, you can comfortably seat an additional 75 in the main church's sanctuary.

4. For groups offering babysitting services (at the church only), the names, ages, and telephone numbers of at least two sitters must be included. 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 the building.

6. The user must schedule appointments with the St. Luke's Music Director before and after the event to review the Sound System checklist.

7. The sound system is to be operated only by St. Luke's technicians at $45 per hour, paid separately to each technician. Please inform the church office if you need a list of our technicians' names.

8. The piano, organ, microphones, and any other musical instruments may not be moved unless St. Luke's Music Director has given approval.

9. If the sound system has been approved for use, you must complete the attached Sound System Checklist (see page 18). This list will be checked prior to your use and again following your event. The user (the person in charge of using the sound system) must schedule an appointment with the music director to review the checklist. You have three days or until the Saturday following your event to complete the checklist. After three days, or the Saturday following the event, a $50 per day fee will be deducted from your deposit.

10. Food may only be prepared or consumed in the kitchen or fellowship area. Food or beverage may be taken beyond the double doors leading into the education area only with prior approval.

11. There are additional fees if the kitchen or fellowship area is used. See the fee schedule.

12. 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.

_____ I have read and agree to the above-stated regulations #1-12.
(Please initial)



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_____

To: The Happy Couple,

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. To avoid misunderstandings and make this special event in your life truly joyous, we thought it would be helpful for you to know the following procedures that normally apply to weddings conducted at our church. Within these broad parameters, the parish is concerned that your wedding reflects your individual desires and tastes.

It would be best if you strived to inform the minister performing the ceremony of your desire to be married at least six months before the intended date of the wedding. Pre-marital counseling has been shown repeatedly to be helpful in getting a marriage off on the right foot and is highly recommended.

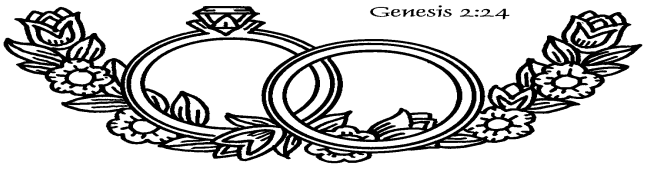
Please note that one of the two married persons must be a baptized Christian. If the minister performing your wedding is an Episcopal priest and if one or both of you have been married previously, it will be necessary to send an original certified divorce decree granting the divorce(s) to the Bishop of Utah at least 30 days in advance of your wedding date. The bishop will want the Episcopal priest's recommendation regarding authorization for your wedding ceremony. 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?

Faithfully,

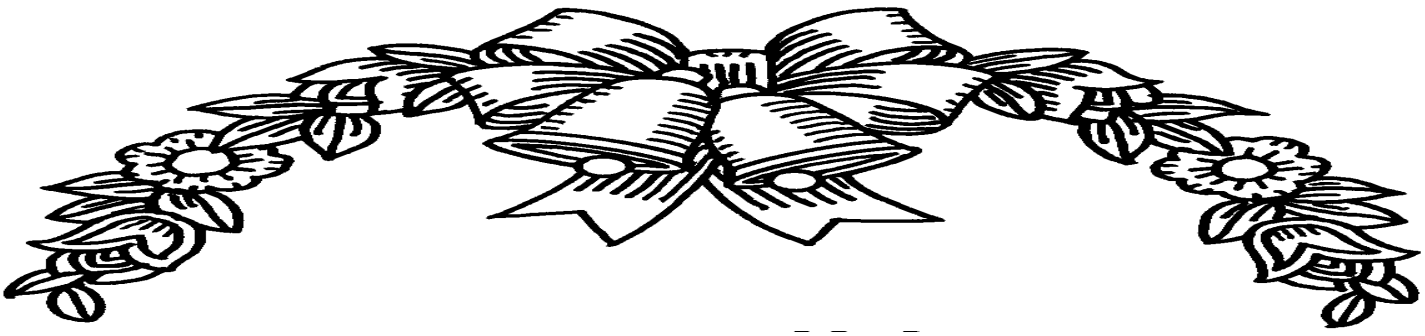
Rev. Ashley Wright, Rector

St. Luke's Episcopal Church



Regulations Specific to Weddings

1. No weddings will be performed at St. Luke's during Holy Week, the week before Holy Week, the week before Christmas, or the week following Christmas.
2. The wedding party is responsible for any snow or ice removal.
3. The user may rearrange or remove items from the Altar only with the prior consent of the Wedding Facilitator. ONLY THE FACILITATOR MAY MOVE ANY ITEMS.
4. The user may not rearrange or remove any furnishings (pews, musical instruments, altar, etc.) in the building, including items hanging on the walls, without prior approval.
5. The user may not attach anything to any walls or furnishings, including the pews. This includes using nails, staples, tape, and similar materials. You may place flowers on the floor at the end of the pews.
6. Birdseed is allowed outside the building, but the user must sweep it up when they are finished. Rice or confetti may not be used in or near the building.
7. Silk flower petals may be dropped down the aisle, but you are responsible for picking them up and disposing of them.
8. The wedding facilitator needs to review and pre-approve the Wedding plan, including photography, flowers, candles, etc.
9. 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.
10. If you are using an event coordinator, a copy of this agreement must be provided to the coordinator before the event.
11. All weddings performed at a St. Luke's facility must be attended to and supervised by an approved St. Luke's Wedding Facilitator.
12. A $175 wedding facilitator fee is required for all weddings. This fee must be paid as a separate check made directly to the facilitator. The facilitator must be assigned, and the fee must be paid when the date is reserved. Your wedding date will be reserved once all checks and the signed agreement are received.



13. If a professional or amateur photographer is used, please inform them that all equipment needs to be dismantled and removed half an hour before the service begins. Ensure they understand there will be no flash photos or moving about in the church during your ceremony.

14. Consult the minister performing the ceremony about the use and placement of recording equipment. It is usually recommended that at least 1/2 hour be allowed for photographs before the service.

15. 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.

16. There will be no receptions 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.

17. 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. Fees will be discussed for anything more than a basic reception lasting no more than 1 ½ hours.

18. For St. Luke's Parish family members, 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.

19. 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 before your event date.

20. User shall pay St. Luke's a building rental fee of $_____. This fee covers the use of the rooms and facilities designated for Users.

_____ I have read and agree to the above-stated regulations #1-20.
(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 about this Agreement:

APPROVED BY THE RECTOR OR PARISH ADMINISTRATOR OF ST. LUKE'S

By: _____

Title:_____ Date: _____

Work telephone no._____ e-mail address _____

APPROVED BY THE 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, at manuel@stlukespc.org, or text him at 435-513-2768.

Appointment Date & Time BEFORE the event: _____

Appointment Date & TIME AFTER the event: _____

Parish may terminate this permit anytime for breach of any agreed-upon terms or conditions.

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. Check made payable to St. Luke's Church

$_____ 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 # _____

Date Received: _____

Rector's Honorarium: ($200 If Applicable)

$_____ Check # _____

Date Received: _____

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

Faithfully,

The Rev. Ashley Wright and Staff

RATE SCHEDULE "A"

ROOM	FEE
Sanctuary (pews)	$75
Fellowship Area	$25
Kitchen (for any food or beverage)**	$30 (must provide your 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.

ROOM	# OF PEOPLE	FEE
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
Kitchen (for food)**		$60 supplies)
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:

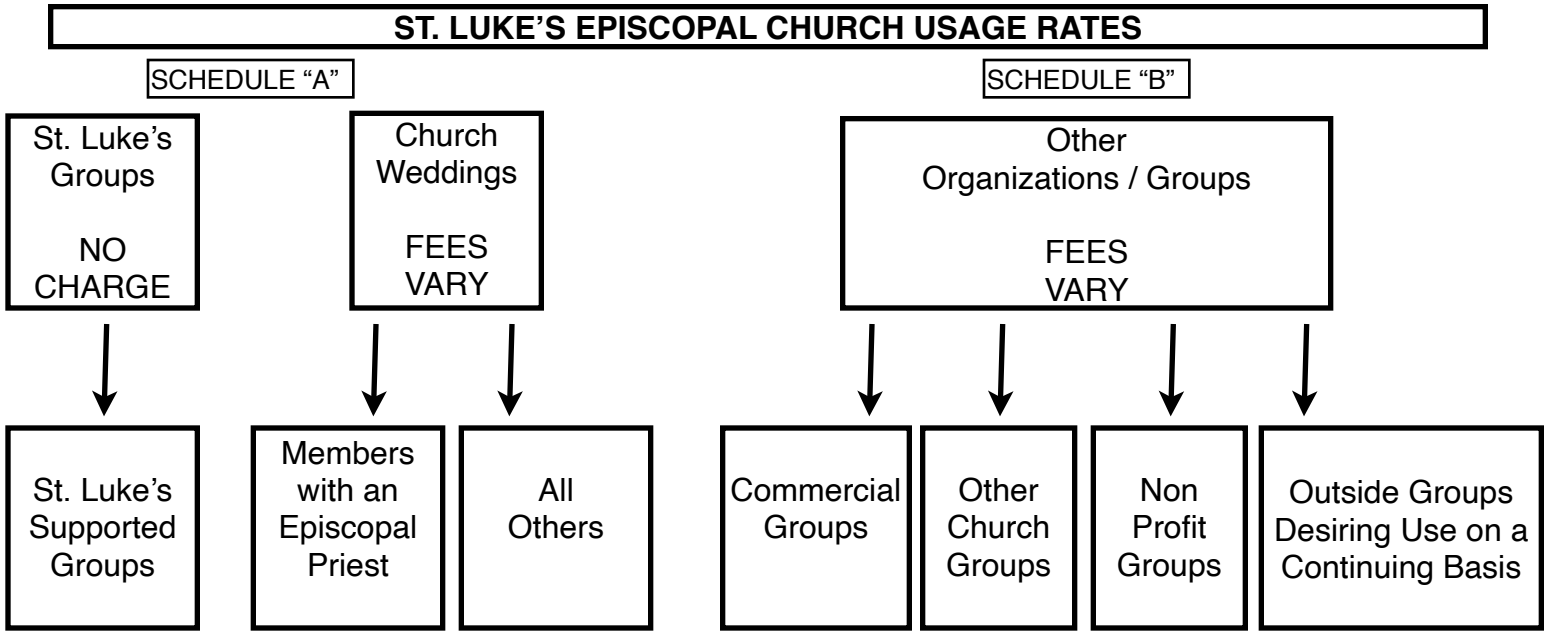
Sanctuary…….…. $75
Fellowship Area……..…… $25
Kitchen (for beverage)…... $30
TOTAL……..…… $130

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
HONORARIUM FOR PRIEST: $200
WEDDING FACILITATOR: $175



USAGE GUIDELINES: 9:00 am - 10:00 pm Monday - Saturday. The facility is not available on Sundays. Groups needing the building for longer than the above hours or on Sunday must be approved by the Vestry. St. Luke's facilities may be used on a first-come, first-served basis. Use fees will be based on the number of rooms requested and 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 CONTINUOUSLY:
Non-church or church-affiliated groups desiring weekly use of the church's facilities. i.e.
CHURCH AFFILIATED: Luz Y Verdad Church
NON-CHURCH AFFILIATED: Boy Scouts

Building Use Must Be Approved by the Vestry

Sound System/Equipment Checklist

Scheduled date before 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 Manuel@stlukespc.org. If you do not have access to a computer, please text him at 435-513-2768 or message him.