



Saint Paul's Church & Beim Neighborhood House Building Use Policy

SAINT PAUL'S CHURCH ON LAKE OF THE ISLES

1917 Logan Avenue South, Minneapolis, Minnesota 55403

Telephone: 612-377-1273

Website: stpaulsmpls.org

Welcome to Saint Paul's Church!

We are deeply grateful that you desire to use our space to hold your event. It would be our pleasure to host you and your event through our ministry of hospitality and welcome. This packet contains:

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In order to reserve a room, the first step is to fill out the *Facility Use Request* as thoroughly as possible and either scan and email (marcus@stpaulsmpls.org), mail, or bring to the Parish Office. You can also complete the *Facility Use Request* online by visiting our website. Requests must be received *at least* ten [10] days before the proposed event.

After your request has been processed, you will receive a *Facility Use & Rental Agreement* which must be signed and returned before your event can be placed on the calendar. If your event has been charged a fee, a 50% nonrefundable deposit must also be paid before the reservation can be placed on the Church Calendar. The balance of the fee must be paid by the day of the event.

If your event is recurring, a new *Facility Use Request* must be completed every year. Once you have completed a *Facility Use Request* and have received a *Facility Use & Rental Agreement* for that year, you may correspond directly with the Rector to schedule additional dates on the Church Calendar.

Beim Neighborhood House and Parish Building Procedures and Guidelines

Facilities

Saint Paul's Church on Lake of the Isles, a worshipping community of the Episcopal Church in Minnesota, is called to a ministry of transformation by engaging God's mission in our neighborhood. As such, we encourage our neighbors in the Lowry Hill and Kenwood neighborhoods of Minneapolis as well as the greater Minneapolis-St. Paul area to fully utilize our facilities, including the Beim Neighborhood House and Parish building proper, to support public and private events.

Public and/or private, non-profit and/or for-profit agencies, organizations, and other groups and individuals have the opportunity to request the use of these facilities for their own self-directed programs.

The Rector of Saint Paul's Church may permit use of the Beim Neighborhood House or Parish building proper, provided that those used do not significantly alter normal parish operations, negatively impact the Church's resources, and are not in conflict with the mission of Saint Paul's Church. The sponsoring organization and/or individual shall be required to meet requirements and pay special fees when applicable.

Priority of Use and Group Categories:

Priority of use:

1. Saint Paul's Church on Lake of the Isles commissions/committees/groups
2. Parish members with permission of Warden or Rector
3. Tenants of Saint Paul's Church
4. Other worshipping communities in the Episcopal Church in Minnesota or other Episcopal groups
5. Other faith communities or other Community events or groups
6. Other groups and individuals

Procedures:

Requests for Specific Space:

1. All additions/deletions on the Church Calendar are made by the Rector, staff, or Vestry.
2. Parish groups meeting on regular basis (e.g., the Vestry and Vestry Commissions, the Choir, the Men's Group, etc.) have priority for use of their assigned space with the understanding that the church will provide an alternate location for their regular meeting if it schedules a special event requiring the use of their regularly assigned space.
3. Group or activities meeting occasionally throughout the year and properly scheduled on the Church Calendar have priority over other requests made later for use of the same space.
4. Conflicts in facility use requests will be resolved by the Rector (or in the Rector's absence, a Warden).
5. All groups that are not parish groups must sign a *Facility Use & Rental Agreement*.

6. Sacramental services are put on the calendar only by the Rector. (Refer to *Weddings at Saint Paul's* and *Funerals at Saint Paul's*)
7. The Nave is not available, except for worship services, large-scale community events, or other appropriate occasions. Use of the Nave is at the sole discretion of the Rector, or in the Rector's absence, a Warden. When use of the Nave is approved, all changes to furniture or arrangement of seating must be approved by the Rector. Violation of this may result in immediate cancellation of event.
8. Access to the Sacristy is available only to the Saint Paul's Altar Guild, Saint Paul's clergy or other clergy approved by the Rector (or in the Rector's absence, by a Warden).
9. Staff offices are not available within specific permission from the staff person whose office it is.
10. All other rooms in the parish proper or in the Beim Neighborhood House (Kellogg Common Room, Thurston Conference Room, Saint Paul's Community Room, Auxiliary Classroom, Choir Room) are available with specific consent of the Rector and the staff member who normally supervises those areas.
11. The Kitchen (off Saint Paul's Community Room) is available, with the consent of the caterer, when a staff member or specifically designated person is present to oversee its use.
 - a. A Saint Paul's staff member may give instruction and direction to a person using the Kitchen, thus naming that person as a designated responsible user.
 - b. Use of the Kitchen does not automatically include the services of the Sexton or supervising parishioner. A fee will be charged for these services.
12. Fees and other charges for use of any space in the facility are listed in the *Facility Use & Rental Fee Schedule*.
13. SafeChurch training may be required.

Use by Parish Groups:

1. Special requests for set up (tables, chairs, easels) must be made when the event is placed on the Parish Calendar.
2. The services of the Sexton, either before or after the event, may be requested at the discretion of the Rector or a Warden.
3. The rooms are to be picked up, and re-set to their original condition; and all lights and all appliances turned off when the event is finished.
4. All windows must be closed and locked at the conclusion of the event.
5. All outside doors must be locked when the event concludes after normal hours of operation. The staff member, a designated Vestry member, or a person delegated by a staff member to oversee the event is responsible for locking the outside doors when leaving the building after normal hours of operation.

Use by Outside Groups:

1. Groups from outside the parish must first have submitted a completed and signed *Facility Use Request* form for us of any space in the building. If accepted, then a *Facility Use & Rental Agreement* is prepared by the Church and signed by the Church and the User at which point the event may be placed on the church calendar.

2. After the approval is given for placing an event on the Calendar, the following must be obtained and filed in the Parish Office:
 - a. Evidence of a minimum of \$300,000 liability insurance naming Saint Paul's as an additional insured, or a *Waiver of Liability and Indemnity*, with the authorization of the Rector or a Warden.
 - b. Any fees involved to be paid when the signed *Facility Use & Rental Agreement* is submitted.

Guidelines for Interior Space Use:

1. Smoke-free Facility – No smoking is allowed anywhere in the building, on the Parish grounds, or within 20 feet of any entrance to the facilities (including Church and Beim Neighborhood House).
2. Candles are not allowed in the church buildings with the exception of those approved by the Rector and Altar Guild. Approved candles must be at least 2 inches in diameter and placed on a fire-proof plate or be in fire-proof containers.
3. Notices, signs, posters, pictures must be used only on Bulletin Boards and approved by the clergy or wardens before being put up. No tape, glue, other adhesive or tacks/nails may be used on any painted surface or wood molding or trim.
4. Food and/or drink are allowed in the Beim Neighborhood House and Church proper with the following caveats:
 - a. Food and/or drink are not allowed in the Nave, except following a worship service as authorized by the Rector.
 - b. Alcohol is permitted in accordance with Saint Paul's *Policy on Alcohol Use*.
5. Fees – A *Facility Use & Rental Fee Schedule* for each meeting space is on file in the Parish Office.
6. Internet Access – Saint Paul's Church will provide access to the public wireless internet account upon request.

Facility Use & Rental Fee Schedule

(except Weddings and Funerals – see specific customaries)

CONTACT: Rector

(Price is per hour)

Nave (including chapel and chancel)	\$150
Chapel	\$25
Chancel	\$50
Bishop Kellogg Common Room	\$25
Bishop Thurston Conference Room	\$25
Saint Paul's Community Room	\$25
Kitchen (off Community Room)	\$25
Auxiliary Classroom	\$15
Choir Room	\$50

Facility Use Request – By Outside Groups

All groups using Saint Paul's facilities (including the Parish proper and the Beim Neighborhood House) must have a purpose consistent with Saint Paul's vision and mission. Please review the *Facility Use & Rental Policy* and *Fee Schedule* to ensure compatibility.

1. Event Description: _____
2. Date request submitted: ____/____/____
3. Requested by (Name of Organization): _____
4. Tell us what type of group you are:
____ Informal Community Group (not a registered organization/no paid staff)
____ Registered Non-profit Organization with 501c3, or similar status, non-profit IRS code: _____
____ Registered For-profit Organization such as a small business, educational, or professional services.
5. Organization's Address: _____
6. Contact Person and Title: _____
7. Phone: (____) _____, ext. _____
8. Fax: (____) _____
9. E-mail: _____
10. Website: _____
11. Saint Paul's Parish Sponsor (if applicable): _____
12. Single occurrence? ____ Y ____ N If yes, date: ____/____/____
If multiple, list dates or describe pattern with start and end dates:

13. Event start time: ____:____ am/pm Event end time: ____:____ am/pm
14. Number expected for attendance: _____
15. Reverse/setup time: ____:____ am /pm Cleanup time: ____:____ am/pm
16. Room(s) requested (please see *Facility Use & Fee Schedule*):
____ Nave ____ Chapel
____ Chancel ____ Kellogg Common Room
____ Thurston Conference Room ____ Choir Room

_____ Saint Paul's Community Room _____ Auxiliary Classroom
_____ Kitchen (off Community Room)

17. Can you provide a Certificate of Liability Insurance? _____ Y _____ N (see *Facility Use & Rental Policy*)

18. Will you be charging for the event, collecting income, making sales? _____ Y _____ N

If yes, please describe:

19. Will event need kitchen access? _____ Y _____ N

20. Will food be served? _____ Y _____ N Will alcohol be served? _____ Y _____ N

21. Room Arrangement/Setup:

22. Chairs (list number needed, note maximum available in parenthesis):

_____ folding chairs (150)

23. Tables (list number of each type, not maximum available in parenthesis):

_____ 8' long rectangular (11)

_____ 5' diameter round (12)

24. Equipment (check items needed):

_____ Projector

_____ Portable projection screen

_____ Portable sound system/mic

_____ Extension cords/power strips (#: _____)

_____ Easel with paper

_____ Lectern

25. Publicity requested: _____ Y _____ N

If yes, provide event information for publicity:

I certify the above information is complete and accurate, to the best of my knowledge

Signature: _____

Waiver of Liability & Indemnity

In consideration of the use of the facilities at Saint Paul's Church on Lake of the Isles and the Beim Neighborhood House, the undersigned User assumes responsibility for any loss, injury, or damage arising out of or related to such use; and agrees, unless the liability for damage or loss is caused by the gross negligence or willful misconduct of Saint Paul's agents or employees, to hold Saint Paul's and its employees, officers, vestry members, and members harmless from any liability for damages, injury, or loss to any person or property occurring in, upon, or surrounding Saint Paul's facilities, including User's property and employees and all persons in the facilities at User's invitation, in any way associated with the User's use of such facilities. All property kept, stored, or maintained by User in Saint Paul's facilities shall be kept, stored, or maintained at the User's sole risk.

Dated: _____

By:

(User name)

(User address)

(User telephone/Email)

By:

Church Representative (Name & Title)

For Saint Paul's Church on Lake of the Isles
1917 Logan Avenue South
Minneapolis, Minnesota 55403

Alcohol Use Policy

Saint Paul's Church on Lake of the Isles acknowledges the Episcopal Church's long-standing tolerance for the use of alcohol which, in some cases, has contributed to its misuse, and has undermined a climate of wholeness and holiness for all; that our Church culture too often avoids hard conversations about alcohol use, and the role of forgiveness and compassion in healing and recovery; and that Saint Paul's Church now commits to create a new normal in our relationship with alcohol. We aspire to be a place in which conversation about alcohol, substance misuse, or addiction are not simply about treatment but about renewal, justice, wholeness, and healing.

Saint Paul's Church seeks to create a welcoming and safe environment for all of God's people, including those in recovery. To that end Saint Paul's Church must purposefully regulate alcohol use at their functions or refrain from serving non-sacramental alcohol.

The Clergy of Saint Paul's Church shall:

- Consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse;
- Acknowledge the efficacy of receiving the sacrament in one kind and consider providing non-alcoholic wine.
- Not expect or require anyone to consume excess consecrated wine.

The serving and/or consumption of non-sacramental alcohol at Saint Paul's-related event, whether held on church property or elsewhere, is permitted only when all of the following conditions are met:

- The clergy, wardens and vestry approve the serving of alcohol prior to the event and ensure that responsible adults oversee the serving of alcoholic beverages to assure full compliance with this policy, including the moderate consumption of alcohol. The responsible adults overseeing the serving of alcohol must not drink alcoholic beverages during the time of the execution of their responsibilities. This includes assuming responsibility for persons who become visibly intoxicated and providing alternative transportation for anyone whose capacity to drive is visibly impaired.

- Non-alcoholic beverages are offered in a way that is equally attractive and accessible as alcoholic beverages. Hard liquor (anything other than beer and wine) is served only if a certified server is present.
- All laws regarding alcohol are complied with including those related to the sale of alcoholic beverages and the prohibition on serving alcohol to minors (those under 21 years of age.) Serving alcoholic beverages at congregational events where minors are present is strongly discouraged as a matter of hospitality. If minors are present, alcohol must be served at a separate station that is monitored at all times. Alcohol may not be served at a youth event or youth sponsored event.
- Moderation is observed in the serving and consumption of alcoholic beverages.
- Food must be served when alcohol is present.
- No business or open discussion of issues is conducted during or after the serving of alcohol. Business includes the work of vestry, discernment and recruitment committees, all church committees and councils, and church schools.
- Any beverage or food that contains alcohol must be clearly labeled as such.
- The offering of alcohol must not be advertised or promoted in any way, and shall not be the primary purpose of the event. Alcohol may never be used as an enticement for any function (e.g. wine tasting, wine & cheese, BYOB dinner, etc.)
- Prior to any event that is not “usual and customary” and/or involves tenants, the clergy, wardens and vestry determine whether liquor liability insurance coverage is needed. Church events that are not “usual and customary” include events at which alcohol is sold and/or the serving of alcohol on church property by a tenant (e.g. wedding reception, civic group dinner, etc.) Consulting with a liability insurance carrier is advised.
- All individuals, groups or organizations sponsoring an activity or event at which alcoholic beverages are served must have prior permission from the clergy, wardens and vestry. Such individuals, groups or organizations must also assume responsibility for those persons who become visibly intoxicated and must provide alternative transportation for anyone whose capacity to drive is visibly impaired. Consulting with a liability insurance carrier is advised.