



## **POLICIES FOR COMMUNITY USE OF FACILITIES**

### **CONTRACTS**

Application for use of St. Philip's facilities shall be made in writing on forms furnished by St. Philip's In The Hills (SPITH). A LESSEE, by entering into a contract, shall thereby waive any claim against and shall indemnify, save and hold harmless SPITH and its agents and employees against claims of any and all persons for injury to persons or damage to property arising out of LESSEE's use of facilities.

An application for a contract must be initiated at least one (1) week, but not more than one (1) year prior to the date(s) requested. No contract will be acted upon for a succeeding business year (September through August) until after the parish calendar is set on July 1. SPITH reserves the right to deny any application for use of its facilities.

### **INSURANCE**

SPITH will require a certificate of insurance from the individuals or organization requesting use of parish facilities showing that the individual or organization has in force \$1,000,000 of public liability and property damage insurance. This policy must name SPITH as an additional insured and must cover any and all use of parish property by or under the sponsorship or control of the individual or organization.

Responsibility for obtaining such insurance coverage rests solely with the individual or organization requesting use of SPITH facilities. LESSEE shall report to the Parish Administrator any losses or damage to the parish property. LESSEE shall pay for any and all losses or damage to parish property arising out of LESSEE's use of the facilities.

### **USE OF BUILDINGS AND GROUNDS**

SPITH desires to make its facilities reasonably available for community use. Parish functions, however, shall have priority over community use. When a community user has received approval to use parish facilities, SPITH will make reasonable effort not to interfere with that use. Nevertheless, there are occasions when parish events must supersede approved outside use. SPITH will make a reasonable effort to relocate the LESSEE's event to an alternate location on the St. Philip's campus, or will refund the rental fee paid, if any. The Rector (or designee in case of absence) is the final decision-maker on the question of the parish's superseding use, and by signing the contract, the LESSEE agrees that the Rector's decision is final and that refund of the rental fee is the only recompense available to the LESSEE.

No decorations or other materials shall be attached to the interior or exterior of the building unless approved in advance by the Parish Administrator. Use of masking tape, tacks or nails is prohibited.

No signs or other advertising shall be displayed unless approved in advance by the Parish Administrator.

SPITH will not be responsible for advertising any contracted use of parish facilities.

Open flames (candles, lanterns, use of fireplaces, etc.) are prohibited in all facilities.

Tobacco is prohibited in all indoor facilities. Reasonable courtesy is requested governing use of tobacco products outdoors. Profane language, possession or use of intoxicating beverages, possession or use of any illegal drugs, boisterous conduct, any forms of gambling and possession or use of any weapon shall not be permitted on parish property.

Children must be supervised by a responsible adult at all times. Children and youth activities must be overseen by supervisors trained in accordance with the Diocese of Arizona's Safeguarding God's Children program or its equivalent.

The LESSEE will provide, at the LESSEE's expense, proper police protection where necessary.

LESSEE will leave chairs, tables, and other equipment in the same position in which they were found.

SPITH's musical instruments may not be used unless approved in advance by the Director of Music. SPITH is not responsible for tuning keyboard instruments (e.g., pianos) for any contracted event. In the event that the LESSEE wishes to have an instrument tuned specifically for their event, LESSEE is responsible for contracting such service with the parish's technician, and for any associated costs.

Sextons must not be asked to set up equipment or to provide additional equipment not indicated on the Facility Use Agreement.

Food and beverage is not allowed in any indoor facilities, unless approved in advance by the Parish Administrator. Water, coffee or soft drinks in a resealable container, are permitted in all areas.

Caterers must contact the Parish Administrator at least two business days prior to an event, so that they may be apprised of rules governing their conduct while using SPITH's facilities.

**Failure to comply with the facility use rules may result in cancellation of the contract.**

### **WEDDINGS, RECEPTIONS, BANQUETS, ETC.**

Weddings at SPITH are not governed by these Policies for Community Use of Facilities. To schedule a wedding, renewal of vows, or quinceañera at SPITH, please contact the Wedding Coordinator at 299-6421, ext. 21.

SPITH is not equipped to host banquets, weddings receptions, anniversary parties, birthday parties or similar activities, and therefore does not rent facilities for these events.

### **HOURS OF OPERATION**

St. Philip's facilities are generally available for rent during the following hours:

Monday–Thursday	8:30am–9:00pm
Friday	Closed
Saturday	9:00am–12:00pm (noon)
Sunday	not available

### **USER GROUPS**

#### *CLASS I: PARISH AFFILIATED GROUPS*

Groups affiliated with the parish are those generally considered to be directly associated with, or which have entered into a special relationship with, SPITH. Class I affiliations are subject to annual review at the September meeting of the St. Philip's Vestry.

New affiliations may only be formed by petition to the Vestry at the time of the annual review period. New Class I rental designation will be limited to those organizations whose activities promote the mission of SPITH, and whose membership is at least 50% parishioners of SPITH.

**CLASS II: NON-PROFIT GROUPS**

This category of users is comprised of officially recognized 501(c)(3) non-profit organizations, homeowners associations, and civic or social clubs whose purpose is consistent with the mission of SPITH. Proof of non-profit status must be supplied by the LESSEE upon request.

**CLASS III: OTHER**

This category is any individual who, or organization which, does not meet the requirements of categories I or II. Although SPITH does not discriminate against any person or organization, the final determination of whether to rent to any group or individual will be made by the Rector or Parish Administrator, in their sole discretion and that decision shall be final.

**PAYMENTS**

A deposit of \$25.00 or 25% of the total rental fees (whichever is greater) must be paid upon approval of the application, before the reservation will be added to the calendar. This deposit is non-refundable.

The balance of all charges is due two (2) weeks prior to the date(s) requested.

Late cancellations may be made up to two (2) business days prior to the date of the event. If such notice is not given, the permit holder shall be responsible for all charges.

**SCHEDULE OF FEES**

**Standard Rental Fees** (maximum four-hour occupancy)

ROOM	CLASS I	CLASS II	CLASS III
Church	0	\$325	\$500
Chapel of the Nativity	0	\$125	\$200
Full Murphey Gallery	0	\$225	\$350
East Gallery	0	\$150	\$200
West Gallery	0	\$125	\$200
Recital Hall	0	\$225	\$350
Children's Chapel	0	\$125	\$200
La Paz	0	\$70	\$95
Mesquite	0	\$70	\$95
Palo Verde	0	\$70	\$95
Room 9	0	\$60	\$80
Room 10	0	\$60	\$80
Bride's Room	0	\$50	\$75
Ferguson Room	0	\$50	\$75
Salvia	0	\$50	\$75
Children's Courtyard	0	\$75	\$100
Perry Garden	0	\$100	\$150
Plaza	0	\$300	\$500

**Fees for Additional Occupancy** (per hour)

ROOM	CLASS I	CLASS II	CLASS III
Church	0	\$50	\$75
Chapel of the Nativity	0	\$20	\$30
Full Murphey Gallery	0	\$40	\$60
East Gallery	0	\$25	\$40
West Gallery	0	\$20	\$40
Recital Hall	0	\$35	\$50
Children's Chapel	0	\$20	\$30
La Paz	0	\$15	\$25
Mesquite	0	\$15	\$25
Palo Verde	0	\$15	\$25
Room 9	0	\$10	\$20
Room 10	0	\$10	\$20
Bride's Room	0	\$10	\$20
Ferguson Room	0	\$10	\$20
Salvia	0	\$10	\$20
Children's Courtyard	0	\$15	\$25
Perry Garden	0	\$20	\$35
Plaza	0	\$40	\$50

## Other Items Available for Use

Item	Room(s) Where Available	Set-up Fee
Folding Chairs and Tables (5' round, 6' rectangular, card tables)	Round tables available only in the East and West Galleries	No charge for groups of 20 or fewer; \$25 for groups of 20-100; \$30 for each additional 100
Stacking chairs	Music Center, East & West Galleries	Same as above
Stage Risers (4' X 8')	East and West Galleries only	\$10 per riser
Music Stands	Music Center, Church	No charge for 5 or fewer; More than 5, \$10 lot charge
Overhead projector		\$15
Slide Projector		No charge
Built-in Projection Screen	Children's Chapel, East Gallery, Mesquite, North Recital Hall, Palo Verde, Room 9	No charge
Portable Projection Screen		\$15
TV with VCR	Any; Large screen TV in Galleries only	\$35
DVD Player		\$25
Built-in Sound System	Church and East Gallery	No charge
Wireless Microphones	Church and East Gallery	\$25 each
Portable Sound System		\$35
*100-cup Coffee Urn		\$25
*50-cup Coffee Urn		\$15
Water Pitchers		No charge
*Easel		\$5 each
Podium	Where Available	No charge
White Board	La Paz, Mesquite, Palo Verde, Recital Hall, Room 9, Room 10	No charge

\*LESSEEs must supply their own consumables such as coffee, cups, newsprint pads, and markers.