

Trinity Episcopal Church in the Central West End
600 N. Euclid Avenue, St. Louis, MO 63108
Trinityepiscopal.net 314-361-4655

Building Use Checklist

_____ Complete the Building Use Agreement (30 days prior to the event)

A complete and signed Building Use Agreement (enclosed) must be on file to secure facility space and inclusion on the Trinity Master Calendar. The Building Use Agreement must be returned at least 30 days prior to the event, or by the date otherwise agreed to in writing.

_____ Make your deposit (30 days prior to the event)

A deposit equalling 50% of the rental fees shall be paid when submitting the signed Building Use Agreement and will guarantee your space.

_____ Submit the Event Information Form (21 days before the event)

An Event Information Form (enclosed) should be submitted at least 21 days prior to the event to provide the information needed to set up for your event. At that time, specific due dates for other items will be determined.

_____ Pay your balance (14 days before the event)

The balance of the rental fees and other charges must be paid no later than 14 days prior to the event or your reservation of the space will be deemed cancelled.

_____ Provide Certificate of Insurance (14 days before the event)

Anyone renting Trinity facilities must, at least 14 days prior to the event, provide Trinity with a Certificate of Insurance for \$1,000,000 (Liability and Property Damage) that lists Trinity as additionally insured. If applicable, the renter will also be responsible to provide Workers' Compensation coverage. A Hold Harmless Agreement that protects Trinity in case an accident occurs during the rental period is part of the Building Use Agreement.

_____ Provide proof of Liquor Liability Insurance (14 days before the event)

If liquor is provided for an event, proof of Liquor Liability Insurance must be submitted at least 14 days prior to the event.

_____ Make a security deposit, if required (7 days before the event)

A security deposit via check or cash may be required at the time the balance of the fees are paid, but no later than 7 days prior to the event. Broken or damaged items, or the cost of special cleaning (such as carpet cleaning) or repair will be charged based upon replacement or repair cost.

_____ Provide final guest count (3 days before the event)

Final guest count must be given three days prior to the event to the event coordinator.

Building Use Fees

Trinity events using Trinity's sanctuary, parish halls, the kitchen and the small meeting room are free. A Trinity event is an event related to Trinity Parish in some way, such as a staff or church committee meeting, established group meetings (knitting, film, education, etc). Trinity members are welcome to hold private personal events such as birthdays or anniversaries at the church at the members' rates.

	<u>Up to 3 hours</u>	<u>Additional hours</u> <u>20% of base rate</u>
Sanctuary		
Members (non-wedding)	\$350	
Member wedding	\$150	
Non-Members	\$650	
Not-for-Profit Organization	\$450	
North Parish Hall		
Members	\$125	
Non-Members	\$250	
Not-for-Profit Organization	\$200	
Kitchen - SPH		
Members	\$75, if simply serving; \$125, if cooking	
Non-Members	\$125, if simply serving; \$250, if cooking	
Not-for-Profit Organization	\$100, if simply serving; \$200, if cooking	
South Parish Hall		
Members	\$250	
Non-Members	\$450	
Not-for-Profit Organization	\$350	
Small Meeting Room		
Members	\$25	
Non-Members	\$50	
Not-for-Profit Organization	\$35	

Fees continued on next page

Event Coordinator, if required	\$50/3 hours	add'l hours \$15/hour
Sexton	included/3 hours	add'l hours \$15/hour

Additional Rental Policies

Fees in place at the time the initial rental agreement is signed will remain valid, even if fees are raised subsequently. If additional space or rooms are requested after the initial booking, rental fees for those spaces may be increased to the current rates.

At Trinity's discretion, there may be assigned to an event a person to serve as the event coordinator. That person may be the parish administrator, who is in the office Tuesday through Friday between 9 a.m. and 4 p.m., or it may be another Trinity staff member or parishioner. In the latter case, this person does not have regular hours at the church and arrangements will have to be made for his/her presence at specific times. The event coordinator must be on site during the entirety of the event. The event coordinator's fee will be set according to the length of the event and will be reflected in the Building Use Agreement.

Should the client wish security staff onsite during the event, the client will contract separately with that provider. We suggest Universal Protection Services, which is used by our cathedral -314-588-8933.

Equipment Available for Use

Tables and chairs are available and the price is included in the room rental. We have the following available:

- 17 30" x 60" rectangular tables
- 2 60" round tables
- 90 folding metal chairs
- 30 rigid padded black banquet chairs
- 2 rolling coat racks

The small meeting room is furnished with eight chairs and a 72" x 36" table.