

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

## House Rules

Trinity Episcopal Church has rules for the use of the building. These rules will be periodically reviewed and revised based on operating experience and the input of our staff and members.

### Communication

Communication between client using space at Trinity and the Trinity office and event coordinator should be by email. The parish office is open from Tuesday through Friday between 9 a.m. and 4 p.m. 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 during the above hours, 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.

### Food Policy

Food and drink served must remain in the rented spaces and must not be taken into the corridors or other areas of the building. In no event may food or drink be taken into the sanctuary.

### Liquor Policy

Alcoholic beverages are limited to beer and wine, and are permitted at private events. If served, alcohol should be dispensed in moderation only. All events must abide by the Diocesan Alcohol Policy. Bar service is permissible as long as it is not a cash bar. The tending of the bar is the user or caterer's responsibility and Trinity employees cannot tend bar. Bartenders must be of legal drinking age. No alcoholic beverages may be served to anyone under 21 years of age.

If alcohol is served at an event, the user or caterer must provide a Certificate of Liquor Liability Insurance prior to the event. Here is one source for such a one-day policy: Brian O'Keefe, Nieroda Insurance, [brian.t@nierodains.com](mailto:brian.t@nierodains.com). Your own agent may also be able to provide this.

No person or organization using Trinity facilities may sell or serve "hard" liquor by the drink. Further, no person or organization using these facilities may allow its guests to bring in their own "hard" liquor. Beer and wine may be brought in if the user provides a Certificate of Liquor Liability Insurance

### Smoking Policy

Smoking is not permitted anywhere in the building or on the church grounds.

### Use of equipment

Only Trinity-designated persons may operate the mechanical lift between the north hallway and the “breezeway” leading to the S. Parish Hall. The lift from the S. Parish Hall to the landing leading into the sanctuary of the church is available for use.

Persons renting the facility may request the use of equipment such as the sound system, microphones, piano and TV/DVD. Use of some equipment may incur additional fees. Parties renting the facility may only use the equipment they have specified.

Users are not permitted to modify or connect any other equipment to the sound system, move/disconnect any microphones or other equipment, or change any system settings. If outside technical support is required to restore system settings, cost of repairs will be charged to the user.

The kitchen and its equipment may be used by prior arrangement only. There may be charges associated with the use of the kitchen and for excessive cleanup.

#### Curfew and Time Restrictions on Building Rentals

Trinity will make a reasonable effort to make the contracted space available to user/caterer for setup as far in advance of the event as possible. With prior approval from the Trinity office, you may drop off supplies and other materials in advance of the event if secure space is available for storage. If you plan to drop off items in advance, please contact the Trinity office as soon as possible.

Children and young teens must be supervised at all times.

#### Other Rental Guidelines and Information

Trinity will not be responsible for any lost or stolen articles that go missing on any part of Trinity premises. The renter is responsible for all loss or damage to Trinity property.

Decorations may not be affixed to walls, doors or any surfaces without prior and specific approval from the Trinity office. All balloons must be removed by the renter. Sand, confetti and glitter are not permitted as part of decorations in any room of the building. Balloons, confetti, birdseed or glitter may not be released or thrown anywhere on the property.

Cancellations not made prior to the agreed upon cancellation date may result in loss of the 50% deposit.

If you need any additional information or help, contact the Trinity office during normal business hours. Bill Ader, the parish administrator, may be reached at 314-361-4655 x 5 or by email at [ader@trinityepiscopal.net](mailto:ader@trinityepiscopal.net). He may direct you to your event coordinator.