

# Facility Use Fee Schedule

SPACE	FEE
<b>SMALL ROOMS</b>	
Library / Guild Hall	\$50
Classrooms / Offices / Etc.	\$25
<b>SOUTH PARISH HALL</b>	\$100
<b>NORTH PARISH HALL</b>	
Sunday - Thursday	\$200
Friday - Saturday	\$350
Early Set-Up (if available)	\$200
Stage	\$100
<b>FULL KITCHEN ACCESS</b>	
Sunday - Thursday	\$250
Friday - Saturday	\$300
<b>KITCHEN: SERVICE ONLY</b>	
	\$100
KITCHEN ACCESS FEES INCLUDE THE PRESENCE OF THE CHURCH'S ONSITE KITCHEN SUPERVISOR.	

TECHNOLOGY	FEE
<b>AUDIO SYSTEM</b>	
With tech support included	\$50
Without tech support	\$25
<b>PROJECTION SYSTEM</b>	
With tech support included	\$50
Without tech support	\$25
<b>VIDEO RECORDING OF EVENT</b>	
Includes 5 DVDs	\$500
<i>Additional DVDs: \$10 / each</i>	
<b>LIVE WEB BROADCAST</b>	
Includes 5 DVDs	\$750
ALL FEES ARE BASED ON EVENTS LASTING FOUR HOURS OR LESS. FOR EVENTS LASTING LONGER THAN FOUR HOURS, FEES ARE DOUBLED.	

## ST. PAUL'S OFFERS FACILITIES TO THE FOLLOWING GROUPS:

- 501 (C)(3) NON-PROFIT ORGANIZATIONS
- 12-STEP GROUPS
- PARISH MEMBERS

St. Paul's does not book birthday parties, weddings, or baby showers for non-parishioners, or events of any sort for groups that do not fall under one or more of the above-listed categories.

The Church (Nave) is used solely for worship, and all requests for this space are evaluated on a case-by-case basis.

For information regarding rates for recurring events, contact St. Paul's office directly.

# Building Usage Policies & Procedures

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## GENERAL USER RESPONSIBILITY

St. Paul's Episcopal Church is pleased to offer our facilities to 501(c)(3) non-profit organizations and 12-step groups, as well as to Parish members.

St. Paul's building and property is a non-smoking area. (Smoking may be done at the dumpster.)

Please leave the space in the same condition you found it. Turn off lights when finished using a room. Please ask your group to refrain from wandering through the church buildings.

## SET UP AND BREAK DOWN

When calculating beginning and ending times for scheduled events, please include sufficient time for all preparations and clean up. All groups must be finished and out of the building by 9:30 p.m. on weekdays and by 10:30 p.m. on Saturdays.

If you are holding an event in the Parish Hall, our crew will set-up and take-down any equipment owned by St. Paul's. This service is included as part of the rental agreement for events taking place Monday-Saturday. On Sundays, all set-up is the responsibility of the group hosting the event.

## SATURDAY NIGHT EVENTS

Saturday night events should conclude by 9:30 p.m. in order for your group to sufficiently complete any necessary take-down/cleaning, and be out of the building by 10:30 p.m. This is in order to allow our cleaning crew to come in and prepare the building for Sunday church. Please remove all event rental equipment. Do not leave or store anything from your event at the church.

## MEETING SUPPLIES

It is expected that groups will bring all of their own supplies. St. Paul's does not have tablecloths and other linen available to outside groups. Linen, and other supplies, may be rented from Eventures Party Rentals 479- 444-7526 and Intents Party Rentals 479-251-8368.

## GREEK ORGANIZATIONS

Greek organizations are welcome in the Parish Hall for the stated fee, but no longer in the Nave and Sanctuary, which is reserved solely for worship. St. Paul's reserves the right to rescind any group's use of the building.

As of March 2016, we are no longer willing to accommodate Initiation Ceremonies (or similar ceremonies) for SAE. Any other requests by the fraternity to use our facility must include sponsorship by an active member of St. Paul's, who agrees to meet with staff beforehand and be present for the duration of the event.

## **KITCHEN USE**

See **page 4** of this document for Kitchen Usage Policies & Procedures.

## **PARISH HALL**

The Parish Hall is our most commonly rented space. The 'North' Parish Hall is the side with the fireplace, and the 'South' Parish Hall is the smaller room. We can also take down the partition for your group to use the entire Parish Hall. Please do not take the temporary wall down without a St. Paul's staff person present. We also ask that you not remove exhibits from the walls, or disturb the piano.

## **PIANO POLICY**

The piano is an expensive and delicate musical instrument. Please treat it as such. Never place food, drinks, items of clothing, et cetera on top of it, even when it is covered. If you need to use, or move, the piano for your event, please contact Jack Cleghorn at 479-442-7373 ext. 815 or [jack@stpaulsfay.org](mailto:jack@stpaulsfay.org)

## **NURSERY**

Please leave the nursery in the exact condition you found it. With appropriate notice, St. Paul's can provide up to two (2) of our nursery staff for Parish functions;(fee or donation?) however, outside groups must provide their own volunteers/staff to supervise children. All groups are expected to maintain a ratio of one (1) adult per five (5) children, and to contact Nursery Director Kate Oxford, (479)856-1296, to finalize arrangements.

## **RECYCLING POLICY**

St. Paul's has an active recycling ministry. In order to assist our volunteers, please follow these basic procedures:

- Recycle all cardboard, plastic (#1 & #2 only), metal, and glass in the appropriate bins in the hallway outside the kitchen.
- Aluminum cans may be recycled in the bin beside the women's restroom.
- All containers must be thoroughly rinsed and drained.
- Cardboard should be completely flattened. When the bin is full, please deposit cardboard in the city bin (located in the parking lot near Democrat Gazette offices) for monthly pick-up.
- For events that serve wine, please dispose of metal caps and place all empty bottles back into boxes so our volunteers have manageable sized containers for carrying them.

## **CONTACT LIST**

- Megan Downey, Building Coordinator: 479-442-7373 ext. 812 // [megan@stpaulsfay.org](mailto:megan@stpaulsfay.org)
- Brian Sparks, St. Paul's Chef: 479-750-9362 // [briansparks@cox.net](mailto:briansparks@cox.net)
- Jack Cleghorn, Organist & Choir Master: 479-442-7373 ext. 815 // [jack@stpaulsfay.org](mailto:jack@stpaulsfay.org)
- Shannon Mitchell, Parish Hall Art: 479-582-0685 // [sdmitchell5@sbcglobal.net](mailto:sdmitchell5@sbcglobal.net)
- Suzi Freeman, Parish Administrator: 479-442-7373 ext. 811 // [suzi@stpaulsfay.org](mailto:suzi@stpaulsfay.org)
- Pam Sarnat, Kitchen Supervisor: [sarnatp@cox.net](mailto:sarnatp@cox.net)

# Kitchen Usage Policies & Procedures

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If you wish to use the kitchen, you must work with the Building Coordinator and Kitchen Supervisor in order to make arrangements. It's a complicated bit of stewardship for us to make our kitchen available to outside groups, so we appreciate your cooperation and respect for this space.

We are regulated by the State of Arkansas Health Department, and could be inspected at any time. Therefore, we ask that you help **us** adhere to **their** ideas of food safety and sanitation by practicing the following standards:

- **Wash your hands.** All kitchen workers are expected to wash their hands before working in the kitchen, after using the restroom, and throughout preparation and serving.
- **Run all dishes through the dishwasher.** Rinse dishes, then place them in trays found underneath the kitchen sink. Silverware goes in the flat trays. The dishwasher must reach a temperature of 160 F before use (this usually takes about 15-20 minutes. Instructions for dishwasher are on the wall immediately to the left of it. Please do not place airpots in dishwasher.
- **Return clean dishes to their respective locations in the kitchen.**
- **Sweep the floor. Broom and dustpan are in the northeast corner of the kitchen.**
- **Sanitize all surfaces.** Sanitizer spray bottles are found on the shelf above the long sink along the west wall. Clean towels are under the metal counter between sinks. Remove all food debris from sinks and wipe any spills on stove.
- **Dispose of all trash.** Sack up trash in any bins used and place in dumpster in the rear parking lot. The dumpster key is kept in the top drawer of the desk near the kitchen entrance; it is on a Mickey Mouse key-chain.
- **Do not leave food leftovers on kitchen counters, or in cupboards, refrigerators, or freezers.**

***If the above expectations are not met, your group will be charged an additional \$300, or more,*** depending on the extent of damage. Please strive for efficient use of kitchen supplies, return supplies to their proper places, and leave the kitchen in clean and orderly for the next group.

# Alcohol Policy

Adopted August 10, 2004

Revised November 21, 2005; Revised June 15, 2011

Restated June 2016

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## **ITALICIZED STATEMENTS ARE IMPORTANT INFORMATION FOR GROUPS USING THE BUILDING.**

The Episcopal Church has never endorsed the prohibition of the moderate, adult enjoyment of beverages containing alcohol. Scripture offers Jesus' example of the presence of wine at a wedding party in his first miracle at Cana of Galilee and at the Last Supper when he instituted the Holy Eucharist. Hebrew tradition honors wine as a gift from God when used moderately in accordance and purpose of the Creator.

The following guidelines will direct the enjoyment of alcoholic beverages at church functions within the life of St. Paul's Parish:

**1. *The serving of alcohol must be approved in advance by the Rector or the Vestry.*** The Rector may approve the use of alcohol at parish functions (or may refer such approval to the Vestry); the Vestry must approve the use of alcohol at all functions that are not directly church-related.

**2.** Except for Church functions in private homes, ***only champagne, beer, or wine may be served.***

**3.** All applicable federal, state, and local laws and regulations are to be obeyed, including those governing the serving of alcohol to minors. ***Alcoholic beverages cannot be sold (no "cash bars" will be approved). Donations may be accepted.***

**4.** The use of alcohol will not be approved for events primarily designed for children or youth.

**5.** Alcoholic beverages and food containing alcohol must be clearly labeled as such and supervised by a mature person who has the sole responsibility of serving the alcohol. This shall include supervision of anyone working at the event (kitchen staff, etc.). Unsupervised access to alcohol (i.e. champagne fountains, open bottles in the kitchen or other work areas) is not allowed.

**6. *Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal attractiveness and accessibility.*** Food appropriate for the event should always be available.

**7. *The serving of alcoholic beverages should not be publicized as an attraction of the event*** (i.e. "Shrimp & Beer," "Wine & Cheese").

**8. *Only moderate consumption of alcohol is allowed.*** The sponsors of the event assume responsibility for monitoring consumption and for the safe travel of anyone who might become intoxicated.

**9. *All alcoholic beverages will be removed from the Church immediately following the event, or stored securely in the Parish Administrator's office.***

# Alcoholic Beverage Request Form

FORM WILL NOT BE ACCEPTED UNLESS ALL FIELDS ARE COMPLETED.

## REQUIRED INFORMATION

Name / Group wishing to serve alcohol: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Specify the alcoholic beverages you wish to serve:  Beer  Wine  Champagne

Date of Event: \_\_\_\_\_ Start Time & End Time: \_\_\_\_\_ Expected # of Attendees: \_\_\_\_\_

Name of Parishioner Serving Alcohol: \_\_\_\_\_

## ACKNOWLEDGMENT & AGREEMENT

I have read and understand the Alcohol Policy for St. Paul's Episcopal Church and commit to complying with this policy.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## FINAL STEPS

Return your completed form in person at 224 N. East Ave or scan and email to [megan@stpaulsfay.org](mailto:megan@stpaulsfay.org).

Suzi Freeman, Parish Administrator, will present your request to the Vestry for approval. The Vestry generally meets the last Wednesday of each month; your request must be submitted to coincide with a Vestry meeting prior to your event.