



St. Mark's Episcopal Church
 600 Colorado Ave, Palo Alto, CA 94306
 tel: (650) 326-3800 | fax: (650) 326-2186 | saint-marks.com

Application to Rent Space

Events held at St. Mark's must be not-for-profit, religious, hospital, community service, or charitable.

DATE OF APPLICATION: _____

1. CONTACT INFORMATION

ORGANIZATION: _____

NAME OF RESPONSIBLE PARTY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE: _____ EMAIL: _____

MAIN CONTACT: _____

(put 'same' if same as responsible party)

CELL PHONE: _____ E-MAIL: _____

NON-PROFIT: YES NO IRS NUMBER (if applicable): _____

2. EVENT INFORMATION

TYPE OF EVENT: CONCERT RECITAL RECEPTION / PRIVATE PARTY

OTHER _____

EXPECTED # IN ATTENDANCE: _____

WILL FOOD/BEVERAGES BE SERVED? NO YES – PLEASE SPECIFY: _____

WILL ALCOHOL BE SERVED? NO YES

FREE EVENT? YES NO

OPEN TO PUBLIC? YES NO

3. REQUESTED DATES / TIMES

*Please request dates as needed. Remember to request all needed set-up, rehearsal and clean-up time.

DATE(S):	ARRIVAL / SET-UP START TIME:	EVENT START TIME:	EVENT END TIME:	CLEAN-UP END TIME:

4. FACILITIES REQUESTED

Church (Main Sanctuary)

Kennedy Room

Parish Hall

Library

Chapel

Youth Room

Kitchen

Patio Area

5. EXTRA ITEMS REQUESTED*:

Tables x _____ Chairs x _____ Green Room

Remove Rug in Main Sanctuary *(For use of stage or risers only)*

Other _____

*Please clarify needs under special setup, notes or requests.

6. SPECIAL SETUP, NOTES OR REQUESTS (OPTIONAL):

7. I acknowledge that I have read the Terms & Agreements of St. Mark's Episcopal Church *(pages 3 & 4)*

8. SUBMIT THIS FORM

COMPLETED APPLICATION MUST BE RETURNED TO ST MARK'S OFFICE ADMINISTRATOR, ELYCE SMITH, EMAIL: ELYCE@SAINT-MARKS.COM FAX: 650-326-2186 MAIL: ST MARK'S CHURCH, 600 COLORADO AVE, PALO ALTO, CA, 94306 IN PERSON: APPOINTMENT REQUIRED, APPOINTMENTS AVAILABLE MON, TUES, THUR, FRI 9 AM – 2 PM, WED 1PM – 5PM

9. APPROVAL PROCESS

ALL APPLICATIONS WILL BE REVIEWED BY THE PARISH RECTOR, OR DESIGNATED APPOINTEE. UPON DECISION OF THIS APPLICATION, YOU WILL BE NOTIFIED VIA EMAIL.

- a. APPROVED APPLICATION: APPROVAL WILL INCLUDE A BREAKDOWN OF THE COSTS ASSOCIATED WITH RENTING THE FACILITIES AND PAYMENT INSTRUCTIONS. PLEASE RETURN THE SIGNED CONTRACT ALONG WITH THE SECURITY DEPOSIT.
- b. DECLINED APPLICATION: A STATEMENT OF REASON FOR THE DECLINED APPLICATION WILL BE SENT.

ST. MARK'S OFFICE USE ONLY APPLICATION STATUS	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (<i>DECLINED</i>)
Signature: _____	
Date: _____	

**TERMS AND CONDITIONS
OF AGREEMENT FOR USE OF ST. MARK'S FACILITIES**

STATEMENT OF USE

The building and land belonging to St. Mark's Episcopal Church, along with all equipment owned by the church, represent a considerable investment of labor, time and money by past and present members of the parish. Much of it has been given in memory of outstanding Christian people. All of the property, equipment and facilities are set aside to the greater glory of God and to worship, education and service in the Christian faith. It is the desire of the parish that this investment in land, buildings and equipment be used as much as possible, consistent with these purposes.

I. GENERAL USE OF FACILITIES:

The facilities of St. Mark's Episcopal Church are available to all non-profit organizations of educational, character-building or religious nature with the advance approval of the Rector or the Rector's designated representative when the Rector would deem it unnecessary to call a special meeting of the Vestry to make a decision, or by the Rector and Church Wardens when circumstance would require a decision before the next regular meeting of the Vestry. Use of the buildings, property and facilities may be restricted by action of the Rector, Wardens and Vestry when an organization or individual misuses them.

A designated person must be responsible to see that:

- *All areas are clean*
- *All lights are out*
- *Windows shut and locked*
- *Doors of hall, lavatories, or other buildings locked*

All groups or individuals renting facilities must be a registered non-profit organization (can provide a copy of a 501(c)(3)), or the event must be charitable, community service or parish related.

Groups may not charge admission on site but may advertise a "suggested donation" for events. If the event is a concert, certain limitations may apply. Please contact the office administrator for details.

(I)A. RESERVATIONS

There can be no interference with normal services or programs. Use of Church facilities is always subject to parish needs and prior reservation. Our policy is that the congregation and its organizations have prior claim to facilities.

For this reason, all reservations more than 30 days in advance are subject to final confirmation within thirty days before the event by calling the Church Office at (650) 326-3800.

When an emergency arises, such as a burial, the organization's contact person will be notified of the conflict.

(I)B. FURNITURE AND EQUIPMENT

Large furniture (pews, permanent tables, altars, communion rails, lecterns, room dividers) may NOT be moved by groups. Prior permission is required and subject to approval. Any moving of large furniture will be completed by a responsible party of the church. Groups will be responsible for damage to furniture and/or flooring if large furniture is moved without prior arrangement through the church office.

Equipment such as chairs, tables and ladders may NOT be taken from the premises under any circumstances.

Groups accept liability and financial responsibility in the event of non compliance (see section II).

When the kitchen and/or kitchen equipment is used, it must be left in clean and tidy condition (INCLUDING

FLOORS!). All china, silverware and other kitchen items must be returned clean to their proper places.

(I)C. RECORDING OF LIVE EVENTS

Any group wishing to secure a recording of a live event or otherwise, MUST inform the office administrator no later than 30 days prior to the date of the recording. St Mark's is not responsible for any loss of sound quality if proper notice has not been given.

(I)D. LITURGICAL ART IN THE CHURCH

During certain seasons in the Church year, Liturgical Art is displayed in our main sanctuary as an artistic expression of our worship. Groups accept this as a possible condition in using our main sanctuary.

Any group using our main sanctuary should check with the office administrator 30 days prior to their event if they have concerns about Liturgical Art. While we will make the best possible accommodations for groups with reservations in the Church when Liturgical Art is displayed, St Mark's is not responsible for any interference of a live event due to a Liturgical Art display.

(I)E. SOUND SYSTEM AND EQUIPMENT

Use of the sound system in the Church is prohibited without prior permission and instruction. Groups are never to change any setting or touch any master controls on sound equipment!

(I) F. PIANO AND ORGAN

Use of the piano in the Church is permitted during concerts upon approval. Moving of the piano is to be done ONLY under the supervision of a St. Mark's concert host. It is to be returned to its original location following the event (refer to map of church furniture and tape markings on floor).

Use of the organ MUST be approved in advance by James Welch, St Mark's Organist. The organ console is NEVER TO BE MOVED unless permission has been granted by James Welch and he is present at the time the organ is moved. Non compliance WILL result in damage to the floor, and groups will be held responsible for the cost of repairs. Use of the facility may be restricted until the matter is resolved.

(I) G. NOISE

All groups who use St Mark's facilities agree to adhere to the regulations of the City of Palo Alto Noise Ordinance. "Quiet" hours are between 10:00 pm and 8:00 am, and all groups MUST observe these hours. Any cost arising out of violation of this ordinance (including, but not limited to, legal fees and citation fees) will be at the expense of the group.

In addition to observing above said "quiet" hours, groups using the PARISH HALL must close the two sets of back doors no later than 9:00 pm to avoid any disturbance to our neighbors. Any activity (including conversations) in the parking lots past 9:00 pm must be

done at a level that will not disturb neighboring residents.

(I)H. DECORATIONS AND POSTERS

Decorations may be used in the parish hall if attached with masking tape or other low tack adhesive. Scotch tape, thumb tacks, nails, pins and such must NEVER be used since these deface the surface. All decorations are subject to approval or disapproval by the Rector, Wardens, and/or the Vestry.

(I)I. ALCOHOL

Alcohol may be served at functions under certain conditions. The following policy is to be observed at church functions or on church property in the Diocese of California.

- *Non-alcoholic beverages must be offered if alcoholic are. They must be served as accessibly and attractively as any alcohol.*
- *Alcoholic beverages and food containing alcohol may not be used to advertise or promote attendance at any functions.*
- *Alcoholic beverages may NOT be sold without a license. That's the law.*
- *Any food or beverage made with alcohol must be clearly labeled. This also applies to any food in which the alcohol has been "cooked out."*
- *A responsible member of the parish/group must be in control of the serving of alcoholic beverages during functions. Drunkenness is always inappropriate behavior.*
- *The sponsor of an activity must take responsibility --and may be legally liable for -- intoxicated people. This includes providing transportation home.*
- *Invitations to events where alcohol is served can be made ONLY to members of the congregation, guests and friends -- never to the general public.*
- *The final responsibility for distributing and following these guidelines lies with the priest, wardens and vestry of a congregation.*

(I)J. MISCELLANEOUS REGULATIONS

There is never to be any smoking indoors in any church facility.

Any form of gambling is prohibited. This includes games of chance, raffles, and door prizes. Raffle tickets may not be sold on the parish premises.

II. LIABILITY AND DAMAGE

The Church is not responsible for any damage or loss to persons or property of outside groups using the facility. Groups assume their own liability and should have their own liability and property damage insurance for the protection of their own members, guests, and the Parish of St. Mark's. Groups must supply a certificate of insurance prior to use when applicable. By signing this agreement, outside groups

acknowledge that they agree to hold the Church harmless from all liabilities, damages, law suits, and attorney fees resulting from their use of this facility.

(II)A. SECURITY DEPOSITS AND CLEANING FEES

For ONE-TIME USERS, a refundable cleaning/damage deposit of \$150 (one hundred and fifty dollars) is required and will be used for professional cleaning services or repairs, if necessary.

For ONGOING GROUPS, a refundable cleaning/damage deposit of \$150 (one hundred and fifty dollars) is required and will be used for professional cleaning services or repairs, if necessary. When property, facilities or equipment is left damaged or in unclean condition, a \$150 (one hundred and fifty dollars) cleaning fee OR the cost of repairs may be charged to the organization. Use of facilities will be restricted until the matter is settled. For EVENTS THAT INCLUDE FOOD a mandatory fee applies for professional cleaning services (\$125 - \$175 depending on total number of people and type of food being served).

(II)B. KEYS

Any key(s) borrowed for access to the building must be returned to the Church Office at the end of the specified term of agreement stated on the "Space Use Agreement" form.

All keys issued must be through the Church Office and signed for on the key form card provided. Organizations or an individual acting as the designated representative may, when use permission is granted and need dictates, obtain a key.

A security deposit of fifteen dollars (\$15) is required for each key issued. The deposit will be returned upon presenting the key to the Church Office. The deposit is forfeited if the key is lost.

The Rector, Wardens, and/or the Vestry reserve the right to recall a key from an individual or organization within the parish or outside for reason that necessitates such action.

(II)C. CHURCH MATERIALS AND EQUIPMENT

Church School materials must not be moved, taken or destroyed, nor should walls, furniture, or papers be defaced. If dishes or other pieces of equipment are broken, the Church Office must be notified and a charge will be made to cover the replacement.

(II)D. WASTE

All litter and garbage must be placed in the dumpster in the enclosure in the staff parking lot. NEVER leave trash or garbage in the kitchen. Any damage and its repair are the responsibility of the group causing them, subject to the Rector, Wardens, and Vestry approval.