

ST. MARK'S EPISCOPAL CHURCH
520 North Arthur Ashe Boulevard
Richmond, Virginia 23220
804-358-4771
office@stmarksrva.org

Request for Building Use

_____ Date of request

Group Name _____ Profit / Nonprofit Status _____

Address _____

Telephone _____

Primary Contact _____ Telephone _____

Type of event _____ Ongoing _____ One-time _____

Date(s) needed _____ Times _____ # of people _____

Facilities and services requested _____

Charge for admission _____ Meals or refreshments _____

Promotional materials to be distributed (attach & describe) _____

Applicable fees _____

Special needs _____

Rector/Vestry approval _____ Date _____

Guidelines for Use of Facilities St. Mark's Episcopal Church

1. St. Mark's rents and/or provides meeting space for non-profit groups whose mission and goals are in line to those of the parish; preference is given to non-profit organizations whose membership includes a member of St. Mark's.
2. St. Mark's may rent/provide its space to for-profit organizations/individuals, which are apolitical, small businesses that provide a benefit to the community, so long as their mission is in not in conflict with that of St Mark's; and are to be reviewed on a case-by-case basis.
3. All requests for building use must be made and confirmed in writing, using the form provided. All ongoing requests will be reviewed and if in good standing renewed annually in September of each year; and if necessary new forms or addendums signed.
4. Users should make at least one visit to see the space desired. Needs for set-up, space and services must be finally determined no later than one week prior to the event. Changes cannot be made after this time.
5. Each group must sign a contract for space rental and a waiver and release of liability. Each group must secure its own insurance and provide St. Mark's Episcopal Church with a Certificate of Insurance that provides a limit of liability of at least \$1,000,000.
6. All outside users must arrange for a key-holding member of St. Mark's, St. Mark's staff, or an agreed upon representative to be present on every use to admit them to the building, to remain on premises throughout the event, to assist them if a question arises, and to lock and set the alarm when the event is concluded. Users must identify the host(s), the dates he/they will serve, and as applicable the dates and hours for which the Sexton/janitorial service is needed.
7. Unlocked entry doors must be monitored during an event.
8. The users shall be responsible for any security protection needed. In addition, the user shall pay all taxes, fees, or other government charges resulting for the use of the space, with the St. Mark's Episcopal Church in no way responsible.
9. The users and guests of property of St. Mark's Episcopal Church are reminded of the Episcopal Church's policy that all persons are welcome without regard to age, race, gender, sexual orientation, disability, nationality, religion or creed. There is no deviations from this policy.
10. Janitorial services for users are \$50.00 per hour, with a two-hour minimum charge. This includes set-up and clean up. If clean up needs to be done after the

event (and it has not been arranged in advance), a clean-up charge at the rate of \$50.00 per hour will be incurred.

11. All users are expected to leave the space clean, furnishings returned to their original places, with all paper and garbage properly disposed of, and lights turned off and doors secured at the end of the use. Church nave and chancel and chapel furnishings will remain in their usual Sunday configuration unless previously approved by the Rector.
12. Coffee, other refreshments, and containers, etc. must be provided by the user. For ongoing use, arrangements may be made with the parish office for storage space. Additionally, if kitchen is to be used, a member of St Mark's must be present and willing to supervise the use of this space.
13. Alcohol service and consumption is not permitted on the church property (with the exception of liturgical wine) Absolutely no food or drinks allowed in the church or chapel.
14. The facility is a non-smoking facility, and this is to include vaping. There is absolutely no smoking in the building. Any smoking outside the building needs to dispose of butts properly in the designated receptacles.
15. The attached schedule of fees applies to all building use. Payment for the use of St. Mark's facilities and services will be made one week in advance.
16. Members of St. Mark's who are known to the treasurer typically are not charged for the use of the building for a one-time non-profit event. Staffing or cleaning fees may apply. Donations appropriate to use are appreciated.
17. There can be no use of nails, adhesives, or other items which can damage or impact the walls, floors, doors, or windows of the property.
18. St Mark's is a Gun and Weapon Free Zone.

**FEE SCHEDULE
2025**

Parish/Page Hall

One half day (4 hours)	\$200.00
Full day (8 hours)	\$350.00
Full day plus evening (to conclude no later than 9:00 p.m., unless previously negotiated with St Mark's host member/staff)	\$750.00

Library, Aiken Lounge, or Buck Aiken Meeting Room

Rates available upon request

Nave (Sanctuary)

Rates available in consultation with the Rector and Minister of Music

Maintenance fees:

Tables and chairs	\$200.00
Janitorial	\$50.00 per hour (two-hour minimum)

Parking Fee

Parking Lot Fee to be determined in consultation with Parish Staff

SPACE RENTAL AGREEMENT
St. Mark's Episcopal Church

I agree to represent the following named group, _____ with which I am affiliated, with respect to all matters concerning use by the members of stated group of the facilities owned by the St. Mark's Episcopal Church, 520 North Arthur Ashe Boulevard, Richmond, Virginia 23220.

I further guarantee deposit and/or payment to the St. Mark's Episcopal Church for use of space according to the following:

I have read the Guidelines for Use of Facilities and agree to observe these guidelines. I agree to sign a Waiver and Release of Liability.

St. Mark's Episcopal Church reserves the right to cancel any scheduled activity with 72 hour's notice given in order to accommodate any parish activity. St. Mark's also reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement.

I further agree to be responsible for any damages incurred to St. Mark's Episcopal Church facilities and furnishings and agree that the church will not be held responsible for property, personal or otherwise, left on the premises.

Signature of group representative: _____

Name of Group: _____

Date: _____ Telephone: _____

Address: _____

WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by St. Mark's Episcopal Church to use the facilities owned by the Church, under terms as outlined in Guidelines for Use of Facilities and Space Rental Agreement, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against St. Mark's Episcopal Church, its members, rector, vestry, wardens, trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save and hold harmless and indemnify St. Mark's Episcopal Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

Signature

Date

Name (print)

Group Name

Address

Telephone