

# ST. PETER'S EPISCOPAL CHURCH

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## GUIDELINES FOR THE USE OF ST. PETER'S BUILDINGS & GROUNDS

### I. GENERAL INFORMATION

1. ***Please contact the Parish Administrator, Wanda Juraschek, as far in advance as possible to request scheduling of date, time, and space, and to obtain all necessary forms.***
2. ***All use of St. Peter's buildings and/or grounds must be pre-approved by the Parish Administrator and/or Clergy***
3. In general, St. Peter's groups will be given preference in scheduling
4. Musicians and choral groups must consult with St. Peter's Director of Music, Barbara Verdile, *before* the Rental Agreement can be finalized
5. Your reservation will be confirmed upon receipt of the *Rental Agreement Form* and deposit
6. The balance is due *two weeks prior* to the event
7. Please remember this is a "working church," not a stage setting. Please respect our property, and ask permission before moving anything. **NOTE: Nothing may be moved in the Nave**
8. Any damage to the facilities as a result of your rental or use will result in a charge for repair
9. A signed copy of St. Peter's *Alcohol Policy* must be on file if you wish to include alcohol at your event.
10. Never block the path to any exit door.

### II. RENTAL FEE

1. There is no rental fee for members of St. Peter's Church, if the use is *personal* (e.g., party, reception)
2. If the use is for an *organization* with which a member is affiliated, the rental fee will apply
3. Checks should be made payable to: St. Peter's Episcopal Church
4. 50% of the Rental Fee is required as a deposit at the time of application
5. The balance is due *two weeks before the event*
6. Cancellations *two or more weeks before* event receive a 90% refund of deposit
7. Cancellations *less than two weeks before* event receive a 50% refund of deposit
8. Groups using the building on a recurring basis may propose a rental fee, *using the established rental fees as a guide*

### III. CUSTODIAL FEE

1. *Church members and non-members* must pay the custodial fee
2. Except for McCray Hall use, members may request reducing/waiving the custodial fee if their intended use does not require complete/any custodial services. *However, a fee may be charged if cleanup is required after your event*
3. The custodial fee includes preparing the facility for your use and cleaning and returning the space to the configuration needed for subsequent activities

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#### IV. FEE SCHEDULE

SINGLE USE	Members ( <i>personal use</i> )	Non-Members	Non-Profit Organization	For Profit Organization	Custodial Fee
Nave	No Fee	\$500	\$500	\$500	\$100
McCray Hall	No Fee	\$200	\$200	\$500	\$150
Kitchen*	No Fee	\$100	\$100	\$200	\$50
Library	No Fee	\$50	\$50	\$100	\$25
Nursery**	No Fee	\$50	\$50	\$100	\$25
Classroom	No Fee	\$25	\$25	\$50	\$10

#### FACILITY RENTAL CLOSING RESPONSIBILITIES:

1. Facility is to be returned to the same (or better) condition than it was when you arrived.
2. Tables and chairs and any other furnishings replaced exactly as found (unless instructed otherwise)
3. Windows closed
4. Lights out
5. If you adjusted the thermostat, return it to previous setting
6. All heater fans turned off (Note: some rooms do not have heater fans)
7. Internal doors closed and locked

#### \* KITCHEN RENTAL CLEAN-UP RESPONSIBILITIES:

1. The kitchen must be left clean and neat, with stoves, sinks and counter tops wiped down and all dishes and utensils put away (*Health Department Regulations*)
2. All electrical appliances must be turned off (not unplugged)
3. Close windows, turn off kitchen fans, and turn out lights
4. Members may ask to use St. Peter's table linens; they must be washed, folded and returned the next day. Contact the Parish Administrator.

#### ADDITIONAL CLEAN-UP RESPONSIBILITIES, IF THE CUSTODIAL FEE HAS BEEN WAIVED FOR ANY OF THE ROOMS: (*Custodial fee will be charged if the following is not done.*)

**Note:** Brooms, cleaning supplies and trash can liners are in the McCray Hall Supply Closet across from kitchen. Dish soap is under the kitchen sink and towels are in the drawers.

1. Tables and chairs wiped down
2. Floors swept or vacuumed clean with all trash and food picked up (damp mop all spills)
3. All trash cans emptied and trash carried to dumpster (located in the back parking lot)
4. Replace trash can liners

#### \*\* NURSERY RENTAL:

Please request the **Nursery Guidelines** from the Parish Administrator. Arrangements must be made with the church office for your group contact person to pick up the nursery keys.

#### WEDDING RENTAL:

Please request St. Peter's Episcopal Church **Guidelines for Weddings**.