



**ST. TIMOTHY'S**  
EPISCOPAL CHURCH

871 E Boundary . Perrysburg, OH 43551 . 419.874.5704 . office@saint-timothy's.net

**Facilities Use Request Form Non-members and Outside Organizations**

Organization name: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact phone number \_\_\_\_\_

Contact email \_\_\_\_\_

Address \_\_\_\_\_

Date of event or day of the week and time your plan to hold meeting \_\_\_\_\_

Ongoing Meetings (circle) Yes or No                      Number attending \_\_\_\_\_

Times of event including set-up and tear-down \_\_\_\_\_

Requested area: (please note that due to specific events, ie. funeral, your group may be moved to another area of the church, or in rare events need to be rescheduled)

- Courtyard
- Classroom - SS
- Canon Hall Room
- Kitchen
- Library
- Nave
- Parish Hall
- Wrey Barber

Equipment needed or Special requests: \_\_\_\_\_

Donations for room usage and refundable security deposits must be paid before booking date and times are confirmed. Deposits will be returned within two weeks after the event if there is no damage or extra clean-up required.

- \$50 refundable security deposit enclosed for ongoing meetings of 501(c)3
- Donation enclosed for ongoing meetings of 501(c)3 \$ \_\_\_\_\_

The person or organization requesting use of our facilities agrees to:

- Set-up for the event - tables, chairs, etc, and upon completion return premises to previous condition including cleaning up area and taking waste to dumpster in the parking lot;
- Turn off lights.
- Purchase and bring own supplies (not including toilet paper)
- Turn off all lights including restrooms
- Close windows and doors
- Have the signing individual or person designated on application present during entire event(s)
- No smoking in or around St. Timothy's and grounds
- Alcohol - refer to "Guidelines for Use of Alcoholic Beverages" January 2015.

*I have read and agree to comply with the attached Facilities Use Policy of St. Timothy's Episcopal Church. I understand that St. Timothy's assumes no responsibility for personal liability related to the sponsored activity, and that the sponsoring organization assumes all responsibility for the requested facilities and for all who enter the building for this event.*

**This form must be completely filled out to in order to schedule a room. If your group plans to meet regularly, a Certificate of Liability Insurance must accompany this form.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approve by \_\_\_\_\_ Date \_\_\_\_\_

Date deposit/donation received \_\_\_\_\_ Date deposit refunded \_\_\_\_\_

- iii. There is no charge to members in good standing for funeral services. However, staff honoraria (musicians, sextons, etc.) are expected in accordance with the established fee schedule.
- iv. St. Timothy's parish musician/organist retains "right of first refusal" to be employed as musician for said liturgies.
- v. Non-members using St. Timothy's facilities and staff for funeral services are expected to comply with the policies noted above, the worship customs of the Episcopal Church and the rubrics of the Book of Common Prayer.
- vi. The coffin is to be closed before the service, and it remains closed thereafter. It is appropriate that it be covered with a pall or other suitable covering.
- vii. Burial in St. Timothy's Memorial Garden is reserved for members of St. Timothy's Church and their immediate households. A separate fee schedule covers costs of the various options for interment of cremains (wall niche, directly in the earth, memorial plaque/brick only, etc.).
- viii. There is no charge to members in good standing for reserving the parish hall for a funeral reception. However, staff honoraria (sextons, etc.) are expected in accordance with the established fee schedule. St. Timothy's "Helping Hands" are available to provide simple hospitality and/or kitchen supervision to caterers employed for such purposes.

6. Related Policies

A. Building Use Fee Schedule

<i>Space</i>	<i>Member</i>	<i>Non-Member</i>	<i>Damage Deposit</i>
Nave & Sanctuary	0	\$750	\$150
Parish Hall, Courtyard & Kitchen	0	\$200/4 hours	\$150
Library/Canon Hall Room	0		
501(c)3 organization		\$50/2 hours \$75/4 to 8 hours \$100/>8 hours	\$150
For-profit organization		\$100/2 hours \$125/4-8 hours \$150/ >8 hours	
B. Equipment rental/set-up fees	0	\$25 per unit	\$150

C. Reservation must be made through the parish office. A separate facility usage/reservation form, including user agreements such as alcohol policy, is available from the parish office.

D. Reservations will be given preference in this order:

- i. Whole parish worship/prayer event
- ii. Whole parish event (outreach, fellowship, education, other)
- iii. Parish Group event
- iv. Community 501(c)3 Organization regularly meeting at St. Timothy's/enjoying a sponsorship relationship with the parish
- v. Parishioner's private event
- vi. One-time 501(c)3 Organization event
- vii. For-profit organization event
- viii. Non-member private event

7. Personnel Fee Schedule

- A. Organist/Musicians \$150 each (payable directly to individual)
- B. Cleaning Fee \$150 (payable directly to sexton)
- C. Helping Hands no fee; any gift greatly appreciated
- D. Clergy
  - i. No fee for members in good standing; any gifts received normatively find their way to the Discretionary Fund
  - ii. Honorarium of \$150 suggested for non-members