

**.St. Paul's Episcopal Church, Key West, Florida**  
**401 Duval St., Key West, FL 33040**

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**Policies and Procedures for Use of Facilities 2020**

**I. Introduction**

St. Paul's Episcopal Church is an inclusive and caring Christian community at 401 Duval Street, Key West, Florida.

The policies and procedures for the use of the Church facilities are established by the Rector, Vestry and Parish Administrator. The interpretation and enforcement of the rules of use for Parish facilities are at the discretion of the Rector and Parish Administrator.

**II. Use of the Facilities**

1. Activities that are contrary to the Parish mission statement will not be tolerated. All activities must be suitable and appropriate for the facilities.
2. Users of the facilities must have a non-discrimination policy and must not discriminate against any participant on the basis of race, color, national origin, religion, sex, gender, sexual orientation, marital status, or disability.
3. Facility Use Priorities:
  - a. St. Paul's Church activities
  - b. Episcopal Diocese activities
  - c. St. Paul's Parishioners non-church activities
  - d. Non-profit general community use or events
  - e. General community activities
4. All groups in c, d, and e above will be charged according to the fee schedule attached.
5. Any non-parish group or individual must read, sign, and abide by the Liability Statement and Damage Waiver in Section IX and provide a Certificate of Insurance as described in Section IX when required.
6. The reservation can be cancelled by St Paul's Church with a 30 day notice if the requested facility is under renovation.

**III. Obtaining Permission and Opening the Facility**

1. Contact the Parish Office (305-296-5142) to check schedule for availability and necessary paperwork.
2. In accordance with the Facilities Fee Schedule, the agreed upon fees will be due and payable upon approval and confirmation of the reservation. **If the reservation is cancelled, 25% of the fees will be retained by the Parish. Please make checks payable to St. Paul's Episcopal Church.**

**IV. General Facility Rules**

1. A written Request is required for ALL uses. The *Request for Use* form must be signed and approved and fees paid prior to date of event. A release of liability for us of the Church Facilities is a part of the Request of Use Form and must be signed by the responsible party for the event.
2. Only the uses, days, times as specified on the request for use will be permitted.
3. There is NO Smoking anywhere on the church property (inside or out).
4. Permission to use church facilities shall not include liability on the part of the church for property damage or personal injuries resulting from use-group activities. Outside vendors of food and beverage services will be required to provide proof of license and liability insurance.
5. The use of candles or open flames is generally prohibited. Special permission may be granted by the Rector or Sexton for limited candle use at outside events.
6. Decorations can be attached to walls only with blue removable painters' tape. No duct tape on floors, doors, walls, poles etc. No nails or screws in baseboards, walls or ceilings. ALL decorations must be removed at the conclusion of the event.
7. All garbage/ recycling must be disposed of properly (containers are located beside Bahama St), the space left clean and available for the next use. If the event is on a Sunday, the garbage/recycling must be taken directly to Bahama Street for early Monday morning pickup.
8. All or part of the security deposit may be withheld at the discretion of St Paul's personnel if the facility is not left clean and in good order.
9. Tables and chairs available at St Paul's will be included in the rental fee (this does not include set-up/take down if required of staff). The space must be returned to its original state unless prior arrangements have been made.

10. Rental of space does *not* include paper products, coffee, coffee supplies, found on the premises.
11. Sanctuary use does not include use of the platform/ stage. Arrangements (and additional set-up/take down of \$150) for the platform must be arranged with the Sexton and paid in advance of the event.
12. The Director of Music must approve use of organ and pianos.
13. Loud music and activities must be avoided. Please respect and be considerate of our neighbors.
14. **Alcohol usage is permitted under the strict Alcohol Use Policy of St. Paul's Episcopal Church and the Diocese of Southeast Florida.** If you are requesting use of the facilities and wish to serve alcoholic beverages, then you must review and sign the **Application to Serve Alcohol on the Premises of St. Paul's Episcopal Church.** Serving alcoholic beverages entails incurring moral as well as potential legal and financial liability for those who become intoxicated. It is expected that responsibility will be taken for the safety of persons who become intoxicated at any function at St. Paul's, up to and including transportation for those whose driving might be impaired. All federal, state, and local laws and ordinances must be observed. This includes regulations requiring licenses for the sale of alcohol, prohibiting the distribution of alcohol to minors, and serving alcohol to intoxicated persons.
15. Illegal drugs or weapons will not be tolerated anywhere on campus.
16. Children under the age of 12 must be supervised by an adult.
17. Activities must end by or before 10 p.m. Clean-up will be completed by 11 p.m. Noise to be kept at a minimum after 10 p.m.
18. Violation of these rules may result in being prohibited from future use of the facilities.
19. **Keys:** A Key deposit of \$100 will be charged and is required prior to obtaining the key (keys can be dispersed up to 24 hours prior to event). If the key is NOT returned within 24 hours following the event, the deposit will be forfeited. A drop box is located right of the door at Holy Innocents Hall. If the key is lost or stolen, then you will be responsible for incurring the cost of changing the locks and stamping of ten (10) new keys.
20. **Financial arrangements:** Payment of Security deposit, Key deposit and facility fee are due 5 days prior to the event. Failure to meet the payment deadline may result in forfeiting the space. Payment by check can be made to St Paul's Church. Separate checks are required for the security/ key deposit and the facility use fee.
  - a. One-time events, which are determined by the staff of St. Paul's Church, will require a security deposit of \$200 by check, which will be held in the office (not cashed) and will be returned when the keys are returned and it is determined that no damage or additional costs for cleaning have been incurred. Users will pay for any and all damage to the building or grounds resulting from their use of the facility. The facility and key deposits will be applied towards this amount.
  - b. Caterers must meet with the Parish Administrator within 7 days prior to event to review needs and expectations.
  - c. Caterer provides china, linens, flatware, drinkware, etc.
  - d. Caterer provides coffee, creamer, sugar, stirrers and any other items needed for coffee/tea service.
  - e. Refrigerator space is limited.
  - f. Rentals such as tables and chairs (either via caterer or user) must be coordinated with staff for drop off/pick up. These items may be dropped off not more than 1 day prior to the event and picked up no later than 1 business day after the event).
  - g. Caterers are expected to be licensed and insured.
  - h. **Tablecloths:** St Paul's has the following tablecloths: If used, they must be returned cleaned/pressed and ready for the next use within 5 days.  
 Black – round  
 White – round  
 Variety colors – round 70 Inch.

## V. Parking

1. No double parking or blockage of: designated spaces, Memorial Garden gates or the grounds sidewalks and sprinkler systems that run adjacent.
2. Extra parking is available on street excluding Bahama and Duval St.

## VI. Kitchen

1. Each group or individual using the kitchen must be properly instructed by the sexton or a designated representative of the Parish.
2. Each individual or group using the kitchen is responsible for washing, drying, and properly putting away all utensils, dishware, cookware and equipment used.
3. Linens and towels must be provided by the user. Church groups using church linens must properly launder and return linens to the kitchen within a week after their event.
4. Non-parish groups must provide their own consumable supplies such as food, paper plates, silverware, napkins, tablecloths, etc.
5. Please do not let water run in the sinks unnecessarily in an effort to conserve water.
6. Report any appliance or equipment that is not working properly.



Parking Lot: \$25 per hour Member  
(for a large open-air event) \$75.00 per hour Non-Member

Parking Lot for parking for external event (maximum of 11 cars):  
(Outside of Church Office Hours and Sunday Services)  
\$25.00 per hour Member  
\$75.00 per hour Non-Member

Other spaces: To be negotiated.

**Deposit: \$200 will be returned if all spaces are left in condition at time of use.**

**Repetitive Use/Long Term/Monthly rates may be negotiated**

**IV. Liability Statement and Damage Waiver**

You have requested permission to use St. Paul’s Episcopal Church facilities. In order to use those facilities, a responsible party must agree to defend, indemnify and hold harmless The Episcopal Diocese of Southeast Florida and St. Paul’s Episcopal Church against all claims and demands for loss, damage, including property damage, personal injury and wrongful death, arising out of or in connection with the use of the facilities by you or any person claiming by, through or under you, or any accident of fire in the facilities or any nuisance made or suffered thereon, or any other liability whatsoever on account of the use of the premises, and will reimburse the Diocese of SE Florida and St. Paul’s Church for their costs and expenses, including reasonable attorney’s fees, incurred in connection with the defense of any such claims. If you are a corporation, this agreement must be signed by an officer duly recognized by the Board of Directors; if you are a partnership, a General Partner must sign this agreement; if you do not fall within either of these categories or are an unincorporated association, etc., the responsible person signing below agrees to all of the above.

In addition, you are required to provide a Certificate of Insurance providing evidence that comprehensive general liability insurance is in effect.

The comprehensive general liability insurance shall include:

- 1) Coverage of premises and operations, products and completed operations, host beer/wine liability (if beer/wine is to be served).
- 2) Limits of Liability shall be \$500,000.00 for combined single limit and bodily injury and property damage.
- 3) Occurrence Form.
- 4) Diocese of SE Florida and St. Paul’s Church shall be named as an Additional Insured.
- 5) a 30 day Notice of Cancellation is to be provided to the Diocese of SE Florida and St. Paul’s Church; and 6) shall state that the user’s policy contains a clause which states that the user’s policy is primary to any policy the Diocese of SE Florida or St. Paul’s Church may have in force which applies to a loss covered thereunder.

You/your group agree to pay for any damage to the facilities or equipment resulting from your activity.

Individual/Group/Entity: -----

Signed: -----

Print Name: -----

Title: -----

Date: -----

X. Request for Use of Space

Requested for: Date/Time: \_\_\_\_\_ Through Date/Time \_\_\_\_\_

**SET-UP TIME REQUESTED:** Start time \_\_\_\_\_ clean up completed by \_\_\_\_\_

See cleanup checklist.

Name of Group or Individual: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact/Point person for event (back up contact required with phone numbers:

1) \_\_\_\_\_

2) \_\_\_\_\_

**Building/ room/ area requested:**

___ Sanctuary	___ Parish Hall (With Kitchen)	___ Historic Rectory (full use with kitchen)
___ Holy Innocents Classroom	___ Parish Hall without Kitchen	___ Historic Rectory (Conference Room only)
___ Labyrinth Garden	___ Memorial Garden	___ Parking Lot (for dinners, events, etc.
___ Other spaces (to be negotiated) _____		

Intended Use (ex. Meeting, lunch/ dinner, performance, rehearsal, play, birthday/ auction, garden event, etc.):

Provide picture/ sketch of stage/ layout for performances, etc.

Set-up/ Tear down requested (fees based on hours needed) \_\_\_\_\_

Number of participants/ attendees \_\_\_\_\_

Parking lot use requested? \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Security needed? \_\_\_\_\_

Special audio/video/microphone/podium needed? \_\_\_\_\_

Use of St Paul's tables/chairs/linens, etc.? (describe below)

\_\_\_\_\_  
\_\_\_\_\_

Number of tables required: \_\_\_\_\_ Size: \_\_ Round \_\_ Rectangle

Tablecloths required: \_\_\_\_\_ Size: \_\_ Round \_\_ Rectangle

Chairs required: \_\_\_\_\_

Date

Print name \_\_\_\_\_ Signature

Rector Approval \_\_\_\_\_

**XI. Checklist for vacating facility after event:**

- Any St Paul's equipment, dishes, glassware, utensils are to be cleaned and returned to their original location.
- Tables thoroughly wiped and chairs placed as they were found.
- All ovens, exhaust fan and LIGHTS turned off.
- Coffee pots cleaned and unplugged.
- All counters wiped down.
- Floors cleaned and mopped if necessary.
- Garbage/ trash must be put in garbage bags before being put in outside garbage. Follow recycled items list posted in buildings before taking outside to the blue containers (Bahama St. side of parking lot).
- All bathrooms checked, cleaned, garbage out and locked as necessary.
- All deposits will be forfeited if cleanup is not completed. Additional charges may be assessed.
- All gates locked, if applicable.
- All activities must be concluded by 11 pm.