

## GENERAL POLICY FOR SPACE RENTAL AT ST. PAUL'S CHURCH

This policy supersedes all previous policies.

### **St. Paul's Sanctuary**

Recitals, meeting or non-ticketed concerts  
(100 people or under) \$200 (2 hours)

Concerts, large meetings or ticketed events  
(100 to 345 people) \$300 (2 hours)

**St. Anna's Chapel** \$200 (2 hours)  
(125 people or under)

(\$100 for each additional hour)

**Parish Hall** \$150 (2 hours)

Use of the kitchen for cooking requires an additional \$25 per hour charge and an additional \$25 hr charge for the sexton for additional clean-up time.

**Library** \$75 (2 hours)

**Community Room** \$50 (2 hours)

**Meeting Room** \$25 (2 hours)

**Any rental for which there is a ticketed admission or free will offering requires 15% of gross receipts in addition to base rental fee.**

**The cost of any rental of space on an ongoing basis, i.e. weekly, biweekly or monthly, may be adjusted based on frequency of use.**

If sexton is required for set-up, cleaning and/or resetting that time will be charged at the rate of \$25 per hour, which includes the church's costs for sexton pay, payroll taxes and benefit. If the sexton is required outside of normal working hours, the sexton will be paid at the rate of \$30 per hour paid directly to him/her.

Payment is due prior to the use of the space. In the case of ongoing use payment should be made monthly, quarterly or annually in advance as is mutually agreed.

The rector (or senior warden in the rector's absence) shall have the discretion to adjust any of the above charges in cases of hardship.

Approved by the Vestry of St. Paul's Church on