ST. MATTHEW'S EPISCOPAL CHURCH BUILDING USE FAQ
Revised: July 2019

Can I reserve space at St. Matthew's Episcopal Church?

At St. Matthew's Episcopal Church, hospitality is a core spiritual practice, and hospitality opens space in our hearts and lives to give and receive in relationship with neighbors and strangers alike. We offer hospitality as we focus on sharing the Good News of Jesus and apprenticing people who want to follow his way.

Our building shelters us and enables us to follow our call as we worship, strengthen our faith, and meet together in ministry. Our building also serves people on the margins of our society and world.

When our building is not in use for worship or Christian formation, we offer our library, common room, parish hall, and kitchen for the use of other non-profit groups and families that seek to meet the spiritual, physical, educational, and social needs of our broader community. Our building is not available on Sundays or Wednesdays.

What spaces do you have?

SPACE	CAPACITY	DESCRIPTION
Library	30	The library features comfy seating, a coffee table, and a gas fireplace. And lots of bookshelves. To keep the library tidy, no food can be served there.
Common Room	10	The common room offers space for a quiet gathering. To keep the common room tidy, no food can be served there.
Parish Hall	80	The Parish Hall is adjacent to the kitchen. You can arrange chairs in rows for a meeting or set up rectangular tables for a meal.
Kitchen		St. Matthew's kitchen was remodeled in 2019. It's shiny!

How much does space cost?

FEE SCHEDULE; Payment due at time of approval			
	Full-Day	**Half-Day** (4 hrs or less)	**Refundable Damage Deposit** Deposit will be refunded after event if no damage has occurred
Common Room	$45.00	$25.00	None
Library	$60.00	$40.00	None
Parish Hall only	$300.00	$200.00	$200.00
Kitchen only	$300.00	$200.00	
Kitchen and Parish Hall	$400.00	$250.00	

What's the process for reserving a space?

- Please contact the church office first to see if your date is available.
- Complete the Building Use Request Form. The form is available on St. Matthew's website.
- St. Matthew's staff will review your request. They may need to contact you for more information.
- Next, we'll try to match you with a St. Matthew's host for your event.
- Once a host agrees to be in the building during your event, you can finalize your reservation by completing the Building Use Agreement and paying your fee and, if applicable, refundable deposit.

Once I reserve a space, is it guaranteed?

We will do our utmost to ensure that the space you have reserved is available at your requested date and time. However, on rare occasions (such as funerals), we may need to ask your group to move or reschedule. If you use a space regularly, we won't ask you to move or reschedule more than twice a year.

Will there be other groups in the building during my event?

There may be other individuals or groups in the building during your event. We will do our best to ensure that your event is not disrupted, but we cannot guarantee exclusive use of the entire building.

What times of day may I have my event?

Events can be held starting at 10:00 a.m. Clean-up must be completed by 10:00 p.m.

Will there be someone to answer my questions during my event?

Yes! Each event will have a host who is a St. Matthew's staff member or parishioner.

Can I have alcohol at my event?

You may serve beer or wine (no hard liquor) if you follow these guidelines:
- You must provide non-alcoholic beverages and food in addition to beer or wine.
- The rector must approve your request to provide beer or wine.
- Beer and wine must be restricted to the kitchen and parish hall.
- For gatherings of fewer than 30 people, you must limit each person to two alcoholic beverages.
- If you have 30 or more people in your group, you must hire a licensed, insured alcohol distributor to pour and to limit each person to two alcoholic beverages.
- You must observe all federal, state and local laws relating to serving of alcohol, including not serving alcohol to minors or to intoxicated persons.
- You may not sell alcohol.

Do I need to provide my own insurance?

We realize that many small community groups aren't able to obtain insurance coverage. However, you will need to agree to hold St. Matthew's Episcopal Church harmless for any loss, liability, claim, damage, or expense that results from your use of our building. The exact wording of this agreement is on the Building Use Agreement form.

May I rearrange chairs and tables?

Yes! If you use the Parish Hall, you may rearrange the chairs and tables to suit your needs during your event. We do ask that you return them to their original places when you are finished. If you have questions about how your space will be set up when you arrive, please contact the church office.

Will I need to tidy up?

Yes! You won't need to do heavy cleaning, but we do ask that you clean up all spills, pick up your trash, and in general leave no trace.

Do you provide sound or video systems?

We are not able to provide sound or video systems for your event. You are welcome to bring your own microphone, video projector, screen, or other equipment. However, we cannot help you with AV set-up.

Do you provide childcare?

If you would like to offer childcare for your event, you may hire two trained St. Matthew's church employees to provide care in the St. Matthew's nursery. The cost is $25.00 an hour. Please contact the church office if you would like to check the availability of childcare for your event.

What if I want to hold my wedding at St. Matthew's?

There is a separate policy for wedding use. Please contact the church office.

What if I'd like to use space at St. Matthew's for commercial purposes?

Even if your organization is for-profit, we know that your business goals may be designed to meet the needs of our broader community. We'd like to talk with you to see if your mission and business needs are a good fit with St. Matthew's mission and facilities. Please note that there is a separate policy for commercial use.