

## **GUIDELINES FOR USE OF ST. MARK'S HALL 2015**

All who use St. Mark's Hall are reminded that (1) we are a church and represent the Lord Jesus Christ in our communities; (2) activities and events conducted here must be morally and ethically responsible; and (3) Canon Law and Church Annual/Council Meetings provide more details for guidelines and By-laws

### **GUIDELINES**

1. **CLEAN UP!** Every organization and/or person using the hall at any time is responsible for cleaning up after each use: failure to do so will result in a janitorial charge of \$30.00.
2. **ABSOLUTELY NO SMOKING!**
3. **NO ALCOHOL, ALCOHOLIC BEVERAGES OR NON-PRESCRIPTION DRUGS WITH THE EXCEPTION OF WINE AT WEDDINGS, ANNIVERSARIES OR RECEPTIONS, WHEN THE NECESSARY LICENSE HAS BEEN OBTAINED.**
4. **ANYTHING BROKEN MUST BE PAID FOR BY THE PERSON RENTING THE HALL.**
5. **NO FORM OF GAMBLING, SUCH AS CARD PLAYING OR BINGO, FOR EXAMPLE AND IN PARTICULAR, IS TO OCCUR ON THE PREMISES FOR THE PURPOSE OF RAISING MONEY.** This is in accord with Canon 37:23 – Lotteries, raffles, games of chance and/or entertainments as a means of raising money for financing diocesan or parochial needs are absolutely prohibited!
6. **CHURCH-OWNED TABLECLOTHS AND DISPOSABLE ITEMS ARE TO BE USED WITH PERMISSION ONLY.** (Please make these arrangements at time of booking. A fee may be charge.)

### **FEE STRUCTURE**

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|-------------------------------|---|
| 1. CHURCH ORGANIZATIONS       | No Charge   |
| 2. NON-PROFIT ORGANIZATIONS   | (A) \$25.00/week for 52 weeks (based on long term usage)<br>(B) \$50.00/occasion for one time or occasional use (this includes use of kitchen)                              |
| 3. PRIVATE USE – PARISHIONERS | \$30.00/occasion, including use of kitchen, e.g. baby and bridal showers, anniversaries, wedding receptions, etc.   |
| - NON-PARISHIONERS            | \$75.00/occasion, including use of kitchen; e.g. Fishermen's Assoc., political parties, etc., for parties, meetings, receptions, baby & bridal showers, anniversaries, etc. |
| 4. SPECIAL                    | There will be no fee for receptions following funerals of St. Mark's Church members.  |
| 5. CHURCH RENTAL UPSTAIRS     | \$250.00 Non-parishioner use; e.g. wedding  |

### **BOOKINGS**

1. Church use of the hall always takes priority over all other bookings.
2. All use of the hall is subject to the decision of the Rector & Wardens.
3. Please contact Joy Moase (902) 836-3856 for information and rental.