



Saint Paul's

An Episcopal Church for the City of Milwaukee

Facilities Use by Outside Groups

Definitions of Terms

- **Church:** The people, facilities, and governing authorities of [St. Paul's Episcopal Church, Milwaukee, Wisconsin](#)
- **Church Facilities:** The buildings and grounds of the [Church](#)
- **Church Group:** An internal group of [Members](#) or another entity of the [Episcopal Church](#)
- **Event:** A use of [Church Facilities](#) by an [Outside Group](#)
- **Event Organizer:** An authorized representative of an [Outside Group](#) responsible for an [Event](#) at the Church
- **Guest:** One or more members of a service, social, charitable, civic, educational, and other non-profit group
- **Member:** A person whose baptism, whether at St. Paul's or elsewhere, has been recorded in the records of St. Paul's.
- **Outside Group:** Any group or individual other than the [Church](#) itself
- **Parish Musician:** The staff person or volunteer designated by the [Rector](#) to select and manage music at the [Church](#)
- **Primary Contact:** A staff person or volunteer designated to represent the [Church](#) on behalf of the [Rector](#) to an [Event Organizer](#) seeking to use of [Church Facilities](#)
- **Rector:** The senior pastor and lead clergy of the [Church](#)
- **Vestry:** The governing board of the [Church](#)

Introduction

St. Paul's Episcopal Church makes its [Facilities](#) available to [Outside Groups](#). The [Facilities](#) may be used by groups and individuals as outlined in this policy. Use of [Church Facilities](#) by [Outside Groups](#) on a regular basis must receive the approval of the parish's governing body, the [Vestry](#). The [Church](#) and its [Facilities](#) are sacred space. We expect that [Church Facilities](#) will be treated with reverence and respect at all times.

Any use of [Church Facilities](#) must be consonant with the doctrine, discipline, and worship of the [Episcopal Church](#), and with federal, state, and local law. The [Church Facilities](#) will not be used for any purpose unbecoming of a house of worship or disrespectful of the dignity of any human being.

Getting Started

The [Church Facilities](#) may be used by [Church Groups](#), [Members](#), and [Guests](#). They may **not** be used by partisan political groups or for-profit groups.

[Outside Groups](#) planning performing arts [Events](#) should contact the [Parish Musician](#) to schedule [Church Facilities](#) use. [Event Organizers](#) wishing to use the [Church Facilities](#) for any other [Event](#) or series of [Events](#) should contact the [Office Administrator](#). Worship events, including weddings, funerals, Confirmations and Baptisms are not subject to this document. Please contact the [Rector](#) to schedule worship events at the [Church](#).

The [Church](#) will designate a [Primary Contact](#) to assist you in completing a [Facilities Use Application](#), and that person will continue as your [Primary Contact](#) through the [Event](#). Once your application is approved, fees and a deposit will be required. Liability insurance shall be carried by [Guests](#) and [Members](#).

Payment of all fees must be received by your [Primary Contact](#) no later than **one week prior** to the [Event](#). Because most of our staff do not work standard M-F, 9-5 hours, [Event Organizers](#) should make sure that they are aware of their [Primary Contact](#)'s availability and work schedules. [Event Organizers](#) will be invoiced for staff costs and applicable remaining fees after the [Event](#). Checks should be made payable to **St. Paul's Episcopal Church**.

A current copy of all [Facilities Use Policies and Documents](#) is available online.

Church Representatives

If 50 or more people are expected at an [Event](#), one or more [Church Representatives](#) will be appointed by the [Rector](#), and must be present at all times during the [Event](#). Fees will apply. The [Church Representatives](#)' role is to ensure the proper functioning of the facility, the safety of the occupants, and the security of the facility. They will unlock doors as needed; turn on lights and sound system as needed; address electrical, plumbing, and HVAC issues; represent the [Church](#) to law enforcement officers or emergency response teams as needed; and enforce the terms of this document.

[Church](#) staff, including the [Church Representative\(s\)](#), are unable to assist [Event Organizers](#) as ushers, greeters, hosts, lighting or sound operators, door monitors, emergency medical care, room setup or take-down, dishwashing, or clean-up. The [Church](#) does not have sufficient staffing to manage these functions for your [Event](#), and they remain the responsibility of the [Event Organizer](#).

The Rector (or person appointed by the Rector) reserves the privilege of making a public welcome of guests at the event. The Event Organizer must contact the Rector in advance of the event to make these arrangements.

Spaces, Services, and Fees

The following fees are due no less than one week in advance of the [Event](#).
Spaces may be used ONLY as agreed in the [Facilities Use Agreement](#).

\$500	Use of the Sanctuary for Events with ticket sales <i>Including the Narthex ("lobby")</i>
\$150	Use of the Sanctuary for any free concert or other Events without ticket sales <i>Including the Narthex ("lobby")</i>
\$85	Use of the Sanctuary for rehearsal, in 4-hour increments
\$100	Use of the Great Hall
\$50	Use of the Community Room
\$50	Use of the Choir Rehearsal Room
\$50	Use of the Kitchen for food preparation on day of Event <i>No charge to serve food prepared elsewhere</i>
\$25	Use of Library
\$32 per hour per Church Representative	Church Representatives
\$50	Non-refundable deposit.

Use of restrooms, coat check, and hallways needed for access to rented spaces and restrooms is included.

Documents, Fees, and Deadlines

The [Church](#) requires that the [Event Organizer](#) provides a **declaration of policy page** from its insurance policy, documenting the Guests coverage for third-party property damage and third-party bodily injury. If the Rector or the Vestry determines that additional insurance is required, additional insurance must be purchased for the Event.

A [Facilities Use Agreement](#) is prepared by the [Church](#) in conversation with the [Event Organizer](#), and must be signed by both parties and all fees must be paid no later than one week ahead of the first use of the facility. A [Facilities Use Agreement](#) is not considered complete and will not be signed by the [Church](#) until it is accompanied by a completed [Facilities Use Application](#), a **declaration of policy page** from your insurance policy, and payment of all fees.

A completed [Facilities Use Application](#) must be received by your [Primary Contact](#) no later than two weeks prior ahead of the first use of the facility.

A fee will be assessed for checks returned unpaid by the [Event Organizer's](#) bank.

Guidelines and Policies

Alcohol

Hard liquor is not allowed to be served or brought on site. Wine and Beer are permitted at events if the following guidelines are observed:

1. Alcohol must be attended to and served by an adult (over 18) designated by the event organizer. Those showing signs of intoxication must not be served. The designated adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities.
2. Food must be available whenever alcohol is served.
3. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
4. Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated in the cooking process.
5. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.

Setup and Cleanup

[Event Organizers](#) are responsible for setup and cleanup for [Events](#). All trash and recyclables must be removed from the building at the end of the [Event](#). Trash and recyclables may be disposed of

in the appropriate bins located in the [Church](#) parking lot if there is room in the bins. If not, [Event Organizers](#) must remove the trash from the premises.

Lights and Sound

The [Church](#)'s light sound (public address) controls are not extensive or capable of sophisticated programming. The [Church](#) does not have a staff or volunteer sound or light manager. Use of the light and sound controls are provided on an as-is basis.

Parking

The [Event Organizer](#) and [Event](#) participants may use the [Church](#)'s parking lot on the north side of the [Church](#), which is accessible from Marshall Street. The lot has 26 spaces, including three handicap spaces in the southeast corner of the lot, and one space in the northeast corner of the lot that is reserved for a residential tenant. Street parking may or may not be available, and the [Church](#) is not responsible for its availability. The [Church](#) may allow other groups to schedule [Events](#) at or around the same time as another [Event](#) but only to the extent the two [Events](#) will not conflict with each other. The [Church](#) leases space to a preschool that makes substantial use of the parking lot Monday through Friday from 7 a.m. to 6 p.m., and has priority over the [Event Organizer](#) during those hours.

[The Lincoln Center of the Arts](#) across Marshall Street from the [Church](#) has an 82-space parking lot. **The school is independent of the [Church](#)**, and the [Church](#) has no arrangement or special relationship with [Milwaukee Public Schools](#). As of October 2022, use of that lot requires permission from [Milwaukee Recreation](#) (414-773-9982), a department of Milwaukee Public Schools, and must be reserved by the [Event Organizer](#). **The [Church](#) will not make inquiry or reservations on behalf of the [Event Organizer](#)**. To reserve the parking lot, visit [Milwaukee Recreation: School Facility Permits](#) and complete and submit the Building Permit Application Form on the MPS website. The [Church](#) recommends that the Visiting Organization secure its permit as early as possible, and **the [Church](#) is not able to make alternate parking arrangements for [Outside Groups](#)** if the school parking lot is not available.

Use of [Church](#) Musical Instruments

[Church](#) musical instruments, including the [Church](#) Organ and/or Steinway piano may be used **only** if noted in the Member or Guest's [Facilities Use Application](#), approved by the [Church](#), and included in the final [Facilities Use Agreement](#). Because the [Church](#)'s instruments are expensive and easily damaged, the [Parish Musician](#) will require evidence from the Member or Guest of the competence of the Member or Guest's musician(s). Reprogramming organ presets or use of the organ console's digital recording feature is not allowed unless explicitly authorized in writing by the [Parish Musician](#).

If the Member or Guest determines that tuning is required for the church organ or Steinway piano, the [Parish Musician](#) will select and supervise a Tuner, whose services will be paid by the Member or Guest. Use of the Steinway piano almost always involves moving it, which usually necessitates tuning. The [Church](#) cannot guarantee the availability of a qualified Tuner on short notice.

Use of Furniture and Equipment

St. Paul's is first and always a worshipping community, and it welcomes fine arts performances and other [Events](#) inasmuch as they can accommodate those [Events](#) without compromising our identity, values, and reverence to God. The altars, altar rail, candles, baptismal font, and [Church](#) furnishings are important signs of God's presence and integral elements of a holy space. They are not "props", and may not be moved, adapted, or obscured without consent of the [Rector](#) as part of the written [Facilities Use Agreement](#).

[Event Organizers](#) using the facility may use available tables, chairs, and lecterns, as their set-up requires. Guests are responsible for providing their own linens.

[Event Organizers](#) may bring in their own furniture and equipment as needed. Any furniture or equipment must be removed immediately at the end of the [Event](#). Any special use of [Church](#) furniture or equipment must be indicated on the [Facilities Use Application](#) and have the approval of the [Rector](#).

[Event Organizers](#) and their representatives may not enter offices, classrooms, or other areas of the [Church](#) in search of office supplies, furniture, or other items.

External Doors

Exterior doors and other locked doors may not be unlocked except by a [Church Representative](#). For security reasons, unlocked exterior doors must be directly monitored at all times by a representative of the [Event Organizer](#): [Church Representatives](#) may not be deployed to monitor unlocked doors because they must be available to respond to emergencies and maintenance issues.

[Church](#) Property

No furniture, equipment, or other property belonging to the [Church](#) may be lent or removed from the building. Furniture may not be moved between rooms without knowledge and consent of the [Primary Contact](#).

The [Church](#) understands that [Event Organizers](#) may need to make minor alterations to the arrangement of the worship space at a rehearsal, and that the revisions likely will apply to the [Event](#) itself. However, the altar, communion rail, kneelers, and candles may not be moved, and nothing may be placed on the altar at any time without explicit approval by the [Rector](#). If the arrangement furniture in any part of the [Church](#) is altered by the Member or Guest, the space must be restored to its prior setup by the Member or Guest. Because other groups including the [Church](#) itself use the building regularly, such alternations may not be left in place between rehearsals or performances without specific approval of the [Rector](#).

Music stands, additional chairs, microphones, and other equipment may be requested, and will be provided if they are available. Additional fees may be imposed.

Kitchen Use

The Kitchen is available to Guests to serve food prepared elsewhere. For an additional fee, the Kitchen may be used by Guests for preparation of food. Guests are responsible for bringing linens, utensils, glasses, dishes, serving trays, and anything else necessary for food preparation. The Kitchen also is available to [Church Groups](#) and [Members](#) who may use the linens, utensils, glasses, dishes, serving trays, and anything else belonging to the [Church](#). All such linens, utensils, glasses, dishes, etc. must be cleaned and returned to the appropriate storage before leaving after the [Event](#).

As with any other building use, the kitchen must be cleaned at the end of the use, including wiping down all appliances and surfaces used and removal of any utensils, dishes, serving trays, and trash immediately after the [Event](#). Permission must be obtained for any additional days of preparation or storage of food or for delayed cleanup. As with general building use, cleanup and damage *fees* will apply to Kitchen use.

The [Rector](#) or the [Rector's](#) designee must inspect the kitchen following use for cleanliness and damage and for the release of funds to be returned.

Cleanup and Damage

If proper cleanup is not performed by the [Event Organizer](#) damages occur, the [Church](#) will invoice the Guest or Member for these costs and reserves the right to take any action necessary for reimbursement of any such costs. Failure to clean up properly may leave the [Event Organizer](#) ineligible to use the space in the future.

Rehearsals

Rehearsal time must be defined in the [Facilities Use Application](#) and approved in the [Facilities Use Agreement](#). The [Church's](#) facilities are used throughout the week and especially on Sundays. For that reason, if furniture or musical instruments have been moved into place during

a rehearsal, they must be returned to their original locations prior to the Event unless agreement is documented in the [Facilities Use Agreement](#).

Public Health and Safety

The Church reserves the right to impose emergency public health and safety protocols up to and including event cancellation in response to public health and safety emergencies like COVID-19.

School Safety

The [Church](#) is home to a third-party child development center that operates Monday through Friday from 7 a.m. to 6 p.m. For the safety of their staff and students, except for event organizers and performers, the public may not enter the [Church](#) while the school is in session.

Wireless Network

The building's wireless network may be used by the [Event Organizer](#) and their guests on an as-is basis. The Service Set Identifier (SSID) is **St. Paul's Episcopal Church**, and the password is **Apostle1883**.

Steam Heat & Air Conditioning

The [Church](#) is heated by a steam system that can knock loudly in the church during [Events](#). At the request of the [Event Organizer](#), the [Church](#) will turn off the steam heat system during an [Event](#). Neither the Sanctuary space nor the Great Hall are air conditioned.

CHURCH OCCUPANCY LIMIT: No more than 450 people may occupy the worship space of the [Church](#).

Supervision

[Event Organizers](#) must ensure there is responsible adult supervision at all times when [Facilities](#) are in use. If the [Event](#) requires professional security at an [Event](#), the [Event Organizer](#) is responsible for providing the security at their own expense.

Hold Harmless

The [Church](#) is not responsible for any injury to individuals attending any [Event](#), nor for damage to or loss of personal property belonging to [Event Organizers](#), their representatives, or guests attending the [Event](#). The [Event Organizers](#) shall indemnify, defend and hold harmless the [Church](#), its staff, and volunteers for any such injury, damage or loss.

Other Matters

Food and drink is not permitted in the [Church](#) Sanctuary, though performers may have water as needed.

Tobacco use, vaping, and open flames are not prohibited anywhere on [Church property](#).

Cellophane tape, glue, pins, and other items which may cause damage may not be used on the walls, ceilings, musical instruments, or furniture.