



ST. LUKE'S CATHEDRAL

143 STATE STREET

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BUILDING USE GUIDELINES

St. Luke's priority for its building is for worship and church-related activities. However, as an act of Christian hospitality and outreach and because we have been gifted with a beautiful space that is centrally located in Portland, we open our doors to the community for rental use at public and private events. We welcome the opportunity to provide a clean, safe, and comfortable meeting space in our support of outside groups and their missions. Please be aware that Cathedral events take precedence over regular meetings of groups outside the parish; from time to time there may be times when you may be asked to meet elsewhere.

Please review the following guidelines and fee schedule. Fill out the attached building use request form if you would like to request a space for your group.

1. RESERVING SPACES:

Application For Use: Please fill out the attached "Application For Use" form and return it to the parish office at the above address no later than one month before the date you are requesting. The date of your event is not confirmed until you receive a signed copy of the "Application For Use" form with the rental amounts indicated. These rental fees apply for any part of one day.

Contact Person: A contact person for your group is required. We must be able to contact someone about last minute changes and problems. If we are unable to reach your contact, your contract may be terminated.

Events During Parish Hours: Please be aware that the Cathedral is a busy place. If your event takes place during working hours, parishioners, staff and others are in the building and may need to walk "around" your event.

Raindate: If you are requesting the use of the Cathedral as a "raindate location," you will need to notify the parish office two days before the event if you intend to hold it here.

Those who use space on a regular basis: The same building use guidelines apply and an "Application For Use" form and Contact person are still required. Regular groups, however, are expected to set up, clean up, and lock up after themselves, without the requirement of the sexton. Regular groups may also negotiate rental contributions on a one-on-one basis with the Cathedral office.

Cancellations: In general the Cathedral follows the lead of the Portland Public schools. If the schools are closed for snow or other weather, the church and the parish hall are as well. We strive to keep our lot plowed and our facilities accessible. However, outside groups need to understand that priority for our plowing is given to Sunday services and despite best efforts will not always be done for evening meetings and events.

2. WHAT YOU CAN EXPECT OF THE CATHEDRAL:

Preparation for your event: You can expect a clean and comfortable environment in which to hold your event. If previously arranged, the Cathedral Sexton will set up chairs and tables at your request and will take down chairs and tables after your event. (Please see “Special Arrangements” below.) If you would like to pay our Sexton to set up as well as vacuum, sweep and remove rubbish – but not clean up the kitchen – after your event, the fee is \$75. This fee also applies if the sexton needs to be available for security reasons (at large events such as concerts or other activities.)

Entrance Code: If your event is held after hours, you will be given the entrance code to the door at the Park Street entrance (in the back corner of the Cathedral Park Street parking lot). **Do not share this code with anyone else.** This is imperative to your safety and to the building’s security.

Communication: The Cathedral office will keep in touch with your group leader or contact regarding changes in calendar, availability, or other concerns.

3. PARKING:

During business hours, no parking is available at the Cathedral. (The Park Street parking lot is parking for Mercy Hospital; the circle at the State Street entrance is parking for Diocesan staff.) After 5pm, however, some parking spaces may be free for your use. We have provided a map of close public parking.

4. CLEAN UP:

Unless otherwise arranged, the Cathedral staff does not clean up after outside groups. All who use the Cathedral are asked to leave the space in better condition than they found it. You are required to provide contact information for a member of your group who is your designated clean-up person. Please allow time for a thorough clean-up after your meeting or event. Clean up includes removing rubbish from the building (dumpster in the back), cleaning up messes and clutter, washing dishes, utensils and returning them to their proper places in the kitchen or credenza (Upper Parish hall), and returning all chairs and tables to their appropriate places or stacking them.

5. LOCKING UP:

The Cathedral is an inner-city building. It is of the utmost importance that you spend time and attention to secure the building. Make sure all windows are locked. Check all doors to make sure they are locked.

6. SAFETY:

The Cathedral is a safe place, and it is also very large. Building users need to exercise caution when having meetings after dark or after business hours. Do not allow anyone entrance to the building who is not part of your group. Use common sense when children and teens are part of your event; know their whereabouts at all times. Be aware of entrances and emergency exits. Because we do not have a phone outside of staff offices, bring a cell phone to use in case of emergency.

7. KITCHEN USE:
You will need special permission to use the kitchen. Let us know on your application what your exact needs are.
8. SMOKING:
The Cathedral is a smoke-free environment; smoking is not allowed anywhere in the building. We ask that you refrain from smoking within ten feet of Cathedral entrances.
9. NEIGHBORING BUILDINGS:
Please help the Cathedral be a good neighbor by taking care to stay on church property. We share a yard with the Rosa True building (brick building next to us on Park Street). Please stay off the grass and the picnic table, which are Rosa True's property. Please be respectful of your noise level.
10. ENVIRONMENTAL:
The Cathedral is a styro-foam free community. We try to refrain from using disposable cups and dining wear whenever possible. You are welcome to use our sanitizer downstairs to sterilize dishes, but it is not an industrial dishwasher that will dispose of food scraps.
11. ALCOHOL USE (SEE OUR ALCOHOL POLICY):
Groups that use the Cathedral may not serve alcohol. If your event is catered and your catering company provides the Cathedral with a copy of its liquor license you may serve alcohol. However, you and/or your caterer must agree to accept responsibility for damages to life and property if alcohol is served.
12. LIGHTS & THERMOSTATS:
After your event, please turn off all lights that you used. Please do not change the settings on the thermostats. We are in transition with our antiquated heating system. Our controls have particular settings that are unique to our system.
13. OCCUPANCY:

All our spaces are wheelchair accessible. However, the elevator is locked on Mondays.

SPACE	MEMBER	NON-MEMBER	OCCUPANCY	OTHER INFORMATION
Nave	\$200	\$400	500	Primary worship space
Emmanuel Chapel	\$100	\$200	75	Secondary worship space
All Saints Chapel	\$25	\$50	10	Very small worship area
Upper Parish Hall	\$100	\$200	150	Large room, carpeted, high ceilings, kitchenette with dumbwaiter to kitchen and dishwasher downstairs
Kitchenette	\$3 per pot	\$3 per pot	n/a	The Kitchenette is located in the Upper Parish Hall. Use the dumbwaiter to wash cups downstairs.

SPACE	MEMBER	NON-MEMBER	OCCUPANCY	OTHER INFORMATION
Upstairs Study	\$25	\$50	10	Small room with conference table and chairs.
Lower Parish Hall	\$100	\$200	150	Large room, tile floors and pillars, next to kitchen located downstairs.
Kitchen	\$30	\$60	10	Full use of the kitchen: equipment, dishes and utensils, pots and pans, etc. located downstairs.
Oratory	\$25	\$50	15	Small, living room-like area located downstairs.
Chapter Room	\$25	\$50	25	Conference room with long, moveable table located downstairs.
Sunday School Hallway: Rm 3-4 – Nursery Rm. 5 & 9 – Youth Rooms Rm. 6, 7 & 8 – Sunday School Rooms	\$25	\$50	15	These rooms are dedicated to our Christian Education program, but can be used for small workshops or small group discussions. These rooms may not be cleaned out of their current supplies, but furniture may be moved around. All located downstairs.

14. OFF LIMITS:

You may not have access to the following spaces: undercroft (basement storage), janitorial supply closets, parish office, staff offices, sacristies, Cathedral store spaces, Diocesan Resource Center (Rms. 1-2), and the Food Pantry (Rm. 10).

15. ORGAN AND PIANO USE:

Unless special permission is granted, the organ may not be used for any reason. We ask that you respectfully play the pianos if your event calls for their use.

16. PROPERTY DAMAGE:

The Cathedral was built in 1867, with many additions throughout the years. This is an historical building both in the life of the Episcopal Church in Maine, but also in the City of Portland. We ask that you use care when occupying the building: refrain from using tacks, nails, or foam sticker tape on the walls; do not move the pews in the Nave, do not remove wall ornaments (pictures, hangings, etc.); treat furniture, rooms, and other equipment gently. Should damage to the building occur during your occupancy, you are responsible for completing a damage report (enclosed with your confirmed "Application For Use" form) and covering the cost of repair and your group may be barred from future use of the Cathedral.

17. INSURANCE:

A certificate of insurance may be requested at the discretion of the church.

18. COFFEE:

We ask groups who use the Coffee Closet to make a \$3 donation per pot of coffee to cover its costs. Filters and coffee mugs are available for your use. Please leave your donation in or send it to the Parish Office. Checks may be made out to the Cathedral of Saint Luke.

19. SPECIAL ARRANGEMENTS:

If you have a particular set up in mind for your event, requests for special arrangements of tables and chairs should be given in writing to the parish office one week in advance of the event. A drawing of the set up is greatly appreciated. Feel free to send a fax to 207-772-3646.

Thank you for taking the time to read and understand these guidelines for using our space. The Cathedral is a unique space in Portland, Maine and we hope that you will partner with in making it safe, clean and comfortable place for community formation.



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APPLICATION FOR USE

DATE REQUESTED / /
TIME AM/PM TO AM/PM

GROUP CONTACT INFORMATION:

Person or Group Requesting Use of Space

Purpose of Organization (if applicable):

Type: Parishioner For Profit Non-Profit 12 Step Group
 Municipal Education Informal Affiliation
 Other (specify) _____

CONTACT PERSON:

Name _____

Address (Street) _____ (City, ST, Zip) _____

Phone _____ Cell _____ Email _____

Hours you can be reached: *Phone* _____ *Cell* _____

EVENT INFORMATION:

Date(s) of event (dd/mm/yy): _____

Purpose/Nature of event:

Number of people expected to attend: _____

Will you be using the Kitchenette? yes no

Designated clean-up person _____ Phone _____

Hours you will occupy the facilities (be sure to include sufficient time for setup and cleanup):

Please list activities during your event (meals, games, meetings, workshops, etc.):

Please check the room(s) you are requesting:

✓	SPACE	COMMENTS, QUESTIONS, SPECIAL ARRANGEMENTS?
	Nave	
	Emmanuel Chapel	
	All Saints Chapel	
	Upper Parish Hall	
	Kitchenette	
	Upstairs Study	
	Lower Parish Hall	
	Kitchen	
	Oratory	
	Chapter Room	
	Sunday School Hallway: Rm 3-4 Nursery Rm. 5 & 9 Youth Rooms Rm. 6, 7 & 8 Sunday School Rooms	

INSURANCE COVERAGE:

Any group using the facility must provide a certificate of insurance with adequate coverage. Individuals may be requested to provide a certificate of insurance at the discretion of the church.

What is the nature of your insurance coverage?

Who is your provider (contact information)?

STATEMENT OF AGREEMENT:

I have read, understood and agree to observe the above Building use Guidelines and Fee Schedule for the use of St. Luke's property.

Authorized Signature	Organization, if applicable	Date
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Print Name	Organization, if applicable
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RETURN TO: St. Luke's Cathedral
 143 State Street
 Portland, Maine 04101