

## St. Luke's Cathedral

143 State Street

Portland, Maine 04101

207-772-5434

office@stlukesportland.org

www.stlukesportland.org

## Building Use Application

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. Complete the attached facilities request form if you would like to request a space for your group.

### 1. RESERVING SPACES:

Please fill out the attached "Facilities request" form and return it to the parish office 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 "Facilities Request" 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 a "Facilities Request" 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.) 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, and a sexton is not employed, such as for rehearsals or meetings, 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.

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. Bring a cell phone to use in case of emergency.

7. SMOKING:

The Cathedral is a smoke-free environment; smoking is not allowed anywhere in the building. Please refrain from smoking within 30 feet of the building.

8. NEIGHBORING BUILDINGS:

Please help the Cathedral be a good neighbor by staying on church property. We share a yard with the Rosa True building 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.

9. 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.

10. 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.

11. LIGHTS & THERMOSTATS:

After your event, please turn off all lights that you used. Please do not change the settings on the thermostats. Our controls have particular settings that are unique to our system.

12. SCHEDULE OF FEES:

**Fees below are for the actual event. Limited rehearsal time is available at \$50 per rehearsal.**

**A Sexton is required for outside events at \$100 per event. Extra charges may apply for lengthy events.**

SPACE	FEE	OCCUPANCY	OTHER INFORMATION
Nave	\$500	500	Primary worship space
Emmanuel Chapel	\$300	75	Secondary worship space
All Saints Chapel	\$50	10	Very small worship area
Upper Parish Hall	\$300	150	Large room, carpeted, high ceilings, kitchenette with dumbwaiter to kitchen and dishwasher downstairs
Lower Parish Hall/Kitchen	\$300	150	Large room, tile floors and pillars, next to kitchen located downstairs.
Oratory	\$50	15	Small, living room-like area located downstairs.
Chapter Room	\$50	25	Conference room with long, moveable table located downstairs.
Sunday School Rooms:	\$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.

13. OFF LIMITS:

You may not have access to the following spaces: undercroft (basement storage), janitorial supply closets, parish office, staff offices, sacristies or the Food Pantry. **Special permission is needed for use of the kitchen.**

14. 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.

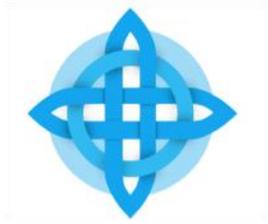
15. PROPERTY DAMAGE:

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.

INSURANCE:

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

16. 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.



## Application for use

TODAY'S DATE \_\_/\_\_/\_\_

DATE OF EVENT \_\_/\_\_/\_\_

TIME \_\_\_\_ AM/PM TO \_\_\_\_ AM/PM

### **GROUP CONTACT INFORMATION:**

Person or Group Requesting Use of Space

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Purpose of Organization (if applicable):

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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 Kitchen?  yes  no

Designated clean-up person \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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Please check the room(s) you are requesting:

✓	SPACE	COMMENTS, QUESTIONS, SPECIAL ARRANGEMENTS?
	Nave	
	Emmanuel Chapel	
	All Saints Chapel	
	Upper Parish Hall/Kitchenette	
	Lower Parish Hall/Kitchen	
	Oratory	
	Chapter Room	
	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.

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Authorized Signature \_\_\_\_\_ Organization, if applicable \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_ Organization, if applicable \_\_\_\_\_

**RETURN TO:** St. Luke's Cathedral  
 143 State Street  
 Portland, Maine 04101

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**FOR OFFICE USE ONLY**

## Confirmation of Agreement

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_