

## Parish Center Use Rates - St. Dunstan's Church

*Approved April 2023*

The people of St. Dunstan's Episcopal Church want our buildings to be used as much as possible, by individuals, groups and organizations outside the parish as well as by our ministries and members. We see our spaces as a resource to share, for the common good.

Rental fees are intended to cover the actual cost to St. Dunstan's Episcopal Church of the upkeep, heating and cooling, cleaning and maintenance of our facilities. Please read on for more information about available spaces, building use rates and how to book a space.

### **Please Note:**

- **St. Dunstan's does not have building staff.** If you let us know the size of your group at least a week before the date of your event, we will make sure enough chairs are available to accommodate your group. Tables may be available upon request, but table setup is your responsibility. We ask building users to leave things tidy & clean up any messes.
- **St. Dunstan's does not provide rental groups with meeting equipment,** such as projector screens, projectors, laptops, phone access, etc. If you need this equipment, or any additional needs such as extension cords, power strips, etc., for your meeting/event, please plan accordingly. Please see the "Buildings Use and Guidelines" document for additional rental policies. We do have wifi available.

To begin the reservation process, please **complete the Building Use Request Form** and email it to [events@stdunstans.com](mailto:events@stdunstans.com) . If your event fits within the mission and values of St. Dunstan's Church and does not conflict with pre-existing events, you will receive a "St. Dunstan's Church Building Rental Contract" outlining your rental date and fees. That form will need to be completed, signed, and returned to the Church office with your security deposit (and insurance liability form, if requested). Once these items are received, a confirmation will be sent to you and your event will be placed on the St. Dunstan's church calendar.

You're also welcome to reach out by phone to check space availability and ask any questions you may have. Our office number is 608-238-2781. Please note that the office is normally only staffed on Thursday mornings.

### ***For Programs, Organizations, and Committees of St. Dunstan's Church...***

No fees are charged for your use of the space. Please check space availability and reserve space by contacting the office at [events@stdunstans.com](mailto:events@stdunstans.com) . or 608-238-2781. Please note that the office is normally only staffed on Thursdays.

## Tier I Rental Fees

Tier I users: Special occasions, programs, organizations and committees of other Episcopal churches; or other religious groups, non-profit community organizations and other organizations whose values and purposes are in close alignment with those of St. Dunstan's Church.

	Half day (Up to 5 hours total, including setup & cleanup time)	Full day (5 - 10 hours, including setup & cleanup time)	Additional notes
<b>Parish Center Upper Room</b> 1200 sq feet Seated occupancy: 79	\$30	\$50	This room is up a flight of stairs from the main door to the building. It can be approached by wheelchair or walker via a path and ramp around the back. There is an ADA-compliant single-seat bathroom on this floor.
<b>Parish Center Main Floor</b> 800 sq feet Seated occupancy: 25 - 30 Small corner room may be available upon request	\$30	\$50	This space includes a simple kitchenette (sink, microwave, refrigerator, no coffeemaker); two octagonal tables with seating; and an area with a large sofa and chairs. It is a great breakout space for discussion groups. There are two single-seat bathrooms on this floor. The corner room is set up as a prayer space. It can be used for a small group or for childcare, upon request, but please bring your own toys and activities.
<b>Parish Center Whole Building</b>	\$50	\$80	<b>Please note:</b> Because only an open stairwell separates the upper and lower levels, it is difficult to have different activities on the upper and main floors at the same time.

*We may request a statement of your organization or program's values, mission and purpose, to make a determination.*

*These fees are subject to change without notice. Under special circumstances, pricing will be negotiated or additional spaces not listed here may be rented.*

## Tier II Rental Fees

Tier II users: Non-profit community organizations, for-profit organizations or non-member special occasions on a one-time basis; non-profit community organizations on a regular basis. Due to our status as a tax-exempt organization, we are not able to accommodate for-profit events or organizations on a regular basis.

Non-profit community organizations in close alignment with our parish mission may be invited to use our space at Tier II rates.

	Half day (Up to 5 hours total, including setup & cleanup time)	Full day (5 - 10 hours, including setup & cleanup)	Additional notes
<b>Parish Center Upper Room</b> <i>1200 sq feet</i> <i>Seated occupancy: 79</i>	\$50	\$80	This room is up a flight of stairs from the main door to the building. It can be approached by wheelchair or walker via a path and ramp around the back. There is an ADA-compliant single-seat bathroom on this floor.
<b>Parish Center Main Floor</b> <i>800 sq feet, plus corner room</i> <i>Seated occupancy: 25 - 30</i>	\$50	\$80	This space includes a simple kitchenette (sink, microwave, refrigerator, no coffeemaker); two octagonal tables with seating; and an area with a large sofa and chairs. It is a great breakout space for discussion groups. There are two single-seat bathrooms on this floor. The corner room is set up as a prayer space. It can be used for a small group or for childcare, upon request, but please bring your own toys and activities.
<b>Parish Center Whole Building</b>	\$80	\$120	<b>Please note:</b> Because only an open stairwell separates the upper and lower levels, it is difficult to have different activities on the upper and main floors at the same time.

*These fees are subject to change without notice. Under special circumstances, pricing will be negotiated or additional spaces not listed here may be rented.*