



Facility Use: General Information

We are delighted that you are interested in hosting an event, rehearsal, or other gathering at The Episcopal Church of St. Mary the Virgin. Before submitting a reservation request, please take a moment to carefully review the below information.

Outside Groups

Outside groups hosting events at St. Mary's need to complete a separate form. If you are not affiliated with St. Mary's, please refer to those files found on our website.

Safe Church Requirements

The Episcopal Church of St. Mary the Virgin is committed to providing a safe and hospitable environment for everyone on campus, and is especially concerned with protecting the most vulnerable members of our community. As such, any individual issued a key to the Church, even for one event, must complete an online training offered through Shield the Vulnerable and a criminal background check. The application and certificate of completion of training must be submitted within 72 hours of confirmation of reservation. If your program involves youth, there should always be at least two unrelated adults at least two years older than the eldest participant at any gathering of children or youth, and the adult to child/youth ratio should be at least 1:5.

Keys

Keys will be issued upon receipt of all required paperwork and proof of Safe Church compliance. Keys must be returned within one week of the event unless other arrangements have been made with the Parish Administrator. Please note that each key is only to be used by the person to whom it was issued.

Security

St. Mary's is an urban Church and we do not provide security for onsite events. Please be thoughtful about access to the building before, during, and after your event.

Set-up/Clean-up

Individuals and groups are responsible for set-up and clean-up of the designated areas, unless you have made alternative arrangements with the Parish Administrator. Set-up and clean-up should be completed within the time frame requested for the event. If you need to use A/V equipment, we will set that up in advance on your behalf.



Reservation Request (For Church Ministries)

St. Mary's supports its members and the wider community through: weekly worship, daily prayer, constant learning, joyful giving, and generous living. Please briefly describe your event, noting how it furthers this mission.

Space	Features	Capacity
The Great Room	Large open room with attached kitchen; A/V capabilities; 5 30' round tables, several 6' and 8' banquet tables and 75 plastic chairs available	150
The Study	Cozy and conversational room with comfortable furniture, bookshelves, and a small kitchen outside	20
The Vestry Room	Long rectangular room with large table in the center; white board on wall	20
Music Room	Ideal for rehearsal or lessons	20
The Courtyard(s)	Includes outer and inner courtyards	250
The Church	Includes sanctuary, chapel, and balcony	250
Entire Campus	Available for rent under special circumstances.	varies
A/V Set Up	Projector, screen DVD player, and speakers	n/a

*Entire campus is wired for wi-fi.

ROOM REQUEST INFORMATION

NAME OF MINISTRY: _____

PRIMARY CONTACT: _____

EMAIL: _____ PHONE: _____

DATE AND TIME OF EVENT: _____ ESTIMATED NUMBER OF GUESTS: _____

WHICH ROOM(S) WOULD YOU LIKE TO USE? _____

ADDITIONAL NEEDS: (tables, A/V, etc.) _____

Please complete this form and return it **at least three weeks** before event to office@smvsf.org.

Reservation requests received less than three weeks before the event will not be considered.

Submitting this form does not guarantee your reservation.

Your reservation is not confirmed until you receive a confirmation email from the parish administrator.

We will respond to your request within seven (7) business days.