



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.

Insurance

All individuals or organizations meeting in the Church who are not directly affiliated with a ministry of St. Mary's must submit a certificate of Comprehensive General Liability and Molestation Insurance with minimum coverage of \$1,000,000 at least two weeks before the event or the event cannot take place. "The Episcopal Church of St. Mary the Virgin" or "St. Mary the Virgin" must be named as the additional insured or as an added certificate holder, and the certificate must also include our address: 2325 Union Street San Francisco, CA 94123.

Proof of Non-Profit Status

All non-profit organizations must submit proof of their 501c3 status upon confirmation of reservation.

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. There is a \$50 charge for each key issued. Keys must be returned within one week of the event unless other arrangements have been made with our office administrator. Please note the \$50 charge for the key, once paid, is non-refundable as it is needed for the background check.

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 organizations renting space from St. Mary's are responsible for set-up and clean-up of the designated areas. Set-up and clean-up should be completed within the time frame requested for the event. If you request us of A/V equipment, we will set that up in advance on your behalf.

Cancellation Policy

St. Mary's will fully refund payment for space use with 30 days' notice.

Reservation Request (Outside Group)

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. If you are interested in exchanging services for use of our facilities, please note this here as well.

| Space | Features | Capacity | Up to 4 hours | Full Day |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|----------|
| 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 | \$250 | \$400 |
| The Study | Cozy and conversational room with comfortable furniture, bookshelves, and a small kitchen outside | 20 | \$200 | \$350 |
| The Vestry Room | Long rectangular room with large table in the center; white board on wall | 20 | \$200 | \$350 |
| Music Room | Ideal for rehearsal or lessons | 20 | \$100 | \$200 |
| The Courtyard(s) | Includes outer and inner courtyards | 250 | \$250 | \$400 |
| The Church | Includes sanctuary, chapel, and balcony | 250 | \$250 | \$400 |
| Entire Campus | Available for rent under special circumstances. | varies | \$350 | \$700 |
| A/V Set Up | Projector, screen DVD player, and speakers | n/a | \$50 | \$100 |

*Entire campus is wired for wi-fi. Rates may be negotiable for non-profit organizations.

ADDITIONAL FEES

- \$250 non-refundable cleaning fee.
- \$250 non-refundable deposit for each outside vendor contracted (for example, caterers). St. Mary's is happy to provide a list of caterers in the area familiar with our site.
- A Certificate of Insurance is also required for each outside vendor contracted.
- There is a \$200 fee for opening and closing the campus (up to \$400 total per day) before or after established business hours of 9:00 a.m. - 5:00 p.m., Monday through Friday.

ROOM REQUEST INFORMATION

NAME OF INDIVIDUAL / ORGANIZATION: _____

EMAIL: _____ PHONE: _____ DATE AND TIME OF EVENT: _____

IS YOUR ORGANIZATION A NON-PROFIT? YES NO 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.