



Facility Use: General Information for Film Crews

We are delighted that you are interested in hosting some aspect of your production 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 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.

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. Also, in the interest of maintaining our facilities, no high heels are allowed in the Great Room.

Cancellation Policy

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

Rates

Please note that the rates listed on the next page are subject to change based on the scale and scope of equipment required for your production. We encourage you to contact the Parish Administrator at office@smvsf.org before submitting your request to discuss your needs at more length.

Reservation Request (Film Crew)

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	\$400	\$800
The Study	Cozy and conversational room with comfortable furniture, bookshelves, and a small kitchen outside	20	\$350	\$700
The Vestry Room	Long rectangular room with large table in the center; white board on wall	20	\$350	\$700
Music Room	Ideal for rehearsal or lessons	20	\$200	\$400
The Courtyard(s)	Includes outer and inner courtyards	250	\$400	\$800
The Church	Includes sanctuary, chapel, and balcony	250	\$500	\$1000
Entire Campus	Available for rent under special circumstances.	varies	\$3000	\$5000
A/V Set Up	Projector, screen DVD player, and speakers	n/a	\$50	\$100

*Entire campus is wired for wi-fi.

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: _____

FOR ORGANIZATIONS, PRIMARY CONTACT: _____

EMAIL: _____ PHONE: _____

IS YOUR ORGANIZATION A NON-PROFIT? _____ YES _____ NO

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.