

Facility Use Policy

Updated June 28, 2022

St. Andrew's Episcopal Church
505 N. Pennsylvania Ave.
Roswell, NM 88201
(575) 622-1353

The use of St. Andrew's Facilities is at the discretion of the Ecclesiastical Authority (Rector or Priest in Charge, or in their absence, the Senior Warden.)

All requests to use St. Andrews' facilities are subordinate to the needs of the congregation.

Preference will be given to non-profit groups, and groups whose membership includes members of the Parish.

The attached Facilities Use Agreement must be signed, and the appropriate fees paid prior to use of St. Andrew's facilities.

Any damages sustained to the buildings and furnishings of St. Andrew's during its use will be the responsibility of the user and will be billed to them by St. Andrew's.

Rooms Available for meetings:

Hunker Room, capacity 10

Howden Room, capacity 25

Parish Hall, capacity 80

Fees:

One time or occasional use. Per Hour. Example once every three or four months, or less.

•	Rooms:	Members of St. Andrews	Non-Members
	o Hunker room:	\$10.00	\$15.00
	o Howden room:	\$10.00	\$20.00
	o Parish Hall:	\$15.00	\$30.00

Regular scheduled events/ meetings once a week or once a month. Per Year:

•	Monthly:	Members of St. Andrews	Non-Members
	o Hunker room:	\$100.00	\$150.00
	o Howden room:	\$100.00	\$200.00
	o Parish Hall:	\$150.00	\$300.00
•	Weekly:	Members of St. Andrews	Non-Members
	o Hunker room:	\$150.00	\$250.00
	o Howden room:	\$200.00	\$300.00
	o Parish Hall:	\$250.00	\$450.00

Kitchen Use: A \$50.00 fee may be assessed for full use of kitchen. This includes food preparation area and equipment use (stove, refrigerator, freezer, and sanitizer).

Deposit: \$75.00

A \$75.00 deposit to reserve parish hall and kitchen for events and functions lasting more than two hours.

Weddings:

Marriage is a sacramental rite of the Church, and therefore is at the discretion of the ecclesiastical authority of the parish (priest, rector, vicar, priest -in-charge, or in his or her absence, the senior warden). Premarital conversation prior to any Blessing of a Marriage is required by the Canons of the Church.

Only clergy authorized by the Bishop of the Rio Grande may perform marriages at St. Andrew's. It is customary to provide an honorarium to the clergy (priest and deacon) for presiding at the wedding. Fees for facility use and for service arrangements and planning:

	Members of St. Andrews	Non- Members
Wedding Rehearsal and Day:	\$100.00	\$200.00
Parish Organist/Pianist:	\$125.00	\$250.00
Reception at the church: (\$75 deposit)	\$100.00	\$200.00

Catering for weddings is the responsibility of the bridal party. Outside caterers must sign a Facilities Use Agreement and provide proof of insurance.

Honoraria for soloists are decided between the bridal party and the soloist. All music performed during the Marriage service must be approved by the ecclesiastical authority of the parish.

Funerals:

A funeral, while not a sacrament, is an authorized service of the Church, and therefore is at the discretion of the ecclesiastical authority of the parish (priest, rector, vicar, priest -in-charge, or in his or her absence, the senior warden). Only clergy authorized by the Bishop of the Rio Grande may perform funerals at St. Andrew's. It is customary to provide an honorarium to the clergy (priest and deacon) for presiding at the funeral. Fees for facility use and for service arrangements and planning:

	Members of St. Andrews	Non- Members
Funeral Service	\$100.00	\$200.00
Parish Organist/Pianist:	\$100.00	\$200.00

Honoraria for soloists are decided between the family and the soloist. All music performed during the Funeral service must be approved by the ecclesiastical authority of the parish.

Purchase of a columbarium niche is a separate matter. Please call the Church Office to make arrangements.

The Church can furnish a simple reception on request:

	<75 guests	75+
Punch, Cookies, & Coffee	\$125.00	\$250.00
Same + Finger foods	\$250.00	Depends on menu

Outside caterers must sign a Facilities Use Agreement and provide proof of insurance.

Exemptions:

No fee or honorarium is assessed for parish, deanery, or diocesan established groups. This includes, but is not limited to:

- o The Women of St. Andrew's
- o Daughters of the King
- o Education for Ministry (EFM)
- o Men 's groups
- o Youth and Christian Education events
- o Clericus Meetings.
- o Deanery functions
- o Diocesan functions

The Ecclesiastical Authority can offer a reduced fee or waive any fee (except musicians' honoraria) at their discretion. St. Andrew's exists to serve the needs of God's people, and that consideration will take precedence over any concern about recouping costs. Please call the church office to discuss this with the Priest.