

Facility Use and Monetary Guidelines

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

Monetary:

One time or occasional use. Example once every three or four month, or less.

- No fee is assessed to Communicants in Good Standing (members) of St. Andrew's Episcopal Church. An honorarium is always welcome, especially if special set-up and clean-up by the sexton or parish staff is requested or required.
- Outside groups: (not-for-profit) No fee is assessed for groups under 10. An honorarium is welcome, especially if set-up and clean-up by sexton or parish staff is requested or required.

Regular scheduled events/meetings once a week or once a month.

- No fee is assessed to Communicants in Good Standing (members) of St. Andrew's Episcopal Church. An honorarium for special set up and clean-up by the sexton or parish staff would be appreciated.

Outside groups:	Non-profit	For-profit
○ 10 to 25:	\$20.00	\$40.00
○ 25 to 50:	\$50.00	\$70.00
○ Groups larger than 50:	\$75.00	\$100.00

One time or occasional use of groups larger than 10.

- No fee is assessed to Communicants in Good Standing (members) for groups under 30. A donation of appreciation is welcome.
- Outside groups:

	Non-profit	For-profit
○ 10 to 25:	\$25.00	\$35.00
○ 25 to 50:	\$55.00	\$65.00
○ Groups larger than 50:	\$85.00	\$95.00

Supplication:

- Groups 25 and under wishing to use the facility that are unable to meet the guidelines stated above may petition the executive council for alternative considerations. Please allow time for the executive council to respond. The executive council can be polled electronically for a prompt response.
- Groups 25 and above wishing to use the facility that are unable to meet the guidelines stated above may petition the Vestry (parish board) for alternative considerations. The Vestry can be polled electronically for a prompt response.

Kitchen Use: A \$25.00 fee may be assessed for full use of kitchen. This includes food preparation 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 or require rescheduling, relocation, or cancelations of other gatherings.

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 absent, the senior warden). Premarital conversation prior to any Blessing of a Marriage is required by the Canons of the Church.

It is customary for members of the congregation to provide an honorarium to the clergy (priest & deacon) for presiding at the wedding, and to the parish for service arrangements and planning.

Non-Members:

Pre-marital conversations:	Minimum of 4 sessions
Clergy:	Priest \$150.00 Deacon \$75.00
Wedding Rehearsal and Day:	\$200.00
Parish organist:	\$210.00
Reception at the church:	\$200.00 (\$75.00 deposit)

Exemptions:

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

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