Facility Use Policy

Updated: 21 October 2024

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 (Priest, Rector, Vicar, Priest-in-Charge, or in his or her absence, the Senior Warden).

All requests to use St. Andrew's 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:

Education Building Classroom, capacity 15-18
The Hunker Room, capacity 10
The Howden Room, capacity 25
The Parish Hall, capacity 80

Fees for Individual Rooms		
One-time or Occasional Use	**Members of St. Andrew's**	**Non-members**
Classroom (Ed Bldg)	$10.00	$15.00
Hunker Room	$10.00	$15.00
Howden Room	$10.00	$25.00
Parish Hall	$25.00	$50.00
Annual Fee for Monthly Use	**Members of St. Andrew's**	**Non-members**
Hunker Room	$100.00	$150.00
Howden Room	$100.00	$250.00
Parish Hall	$250.00	$500.00
Annual Fee for Weekly Use	**Members of St. Andrew's**	**Non-members**
Hunker Room	$150.00	$250.00
Howden Room	$250.00	$400.00
Parish Hall	$700.00	$1000.00

General Usage Fees:

Deposit: A $100.00 deposit is required to reserve the Parish Hall and the kitchen (serving only) for events and functions lasting more than two hours. *The deposit will be applied toward the overall fee for the event.* The deposit is refundable if cancellation occurs *no later than two weeks prior to the event date*.

Kitchen Use: A $75.00 fee (in addition to the deposit) is required for *full* use of the kitchen for events. This includes food preparation area and equipment use (stove, refrigerator, freezer, and sanitizer). Persons wishing to use the kitchen must meet with the Kitchen Steward prior to the event. If equipment is damaged and/or the kitchen is not cleaned properly after use the deposit and kitchen use fee are forfeited and persons using the facility are responsible to pay for any equipment repairs.

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 Diocese of the Rio Grande may perform marriages at St. Andrew's.

Fees for facility use and for service arrangements and planning:		
	Members of St. Andrew's	**Non-members**
Wedding Rehearsal and Day Facility Fee	$200.00	$300.00
Reception in the Parish Hall (reservation of the Hall requires a $100 deposit—see above)	$175.00	$275.00
Parish Organist/Pianist	$300.00	$400.00
Priest	Donation	$250.00
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 musicians (in addition to the organist/pianist) are decided between the bridal party and the musician(s). 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 Diocese of the Rio Grande may perform funerals at St. Andrew's.

Fees for facility use and for service arrangements and planning:		
	Members of St. Andrew's	**Non-members**
Funeral Facility Fee	$100.00	$200.00
Reception in the Parish Hall (reservation of the Hall requires a $100 deposit—see above)	$175.00	$275.00
Parish Organist/Pianist	$200.00	$300.00
Priest	Donation	$250.00
Catering for funeral receptions is the responsibility of the family. Outside caterers *must* sign a Facilities Use Agreement and provide proof of insurance.		

**Honoraria for musicians (in addition to the organist/pianist) are decided between the family and the musician(s). 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 contact the Church Office to make arrangements.

Receptions Provided by the Church:

The church may provide receptions for certain events, such as small weddings (30 or fewer guests), baptisms, and funerals/memorials.

A reception in the Parish Hall incurs a $100 deposit (see above)		
	Fewer than 75 guests	More than 75 guests
Punch, Cookies, & Coffee	$150.00	$300.00
Punch, Cookies, & Coffee plus Finger Foods	$300.00	Depends on menu and amount of food

**Formal receptions after funerals may be provided in exceptional cases, depending upon the availability of church members to prepare, serve, and clean afterwards. Families desiring a formal reception for a large funeral should consider hiring an outside caterer.

Exemptions:

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

- The Women of St. Andrew's
- Daughters of the King
- Education for Ministry (EfM)
- Men's groups

- Youth and Christian Education events
- Clericus Meetings
- Deanery functions
- 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.