

**St. Margaret's Episcopal Church**  
**1830 Connecticut Ave., NW - Washington, DC 20009**  
**(202) 232-2995 - FAX (202) 265-7817**  
**office@stmargaretsdc.org**

**DESCRIPTION AND TERMS FOR USE OF FACILITIES**

1. Use of Facilities (\*)

Organizations using St. Margaret's facilities are asked to contribute to the upkeep of these facilities according to the schedule listed below:

	<u>Capacity</u>	<u>Single Usage</u>	<u>Weekly Usage Per Month</u>
Sanctuary	450		
Concert, Rehearsal and/or Meeting (per event)		\$500	\$800
Rehearsal within one week of a concert		\$175	
Columbarium Chapel	25	\$50	\$100
High Altar	40	\$75	\$150
Parish Hall	250	\$500	\$800
Forum Room	50	\$110	\$220
Parlor	15	\$80	\$160
Library	18	\$75	\$150
Sunday School Room	15	\$50	\$100
Glass Top Table Room	25	\$100	\$200

(\*) Note: the schedule of contributions for assistance with St. Margaret's utilities and upkeep of facilities as outlined above are for non-profit organizations. The schedule for profit organizations will be considered on an individual basis.

2. Schedules

An effort will be made to accommodate a group's desired hours in an evening, but when two groups wish to use the same room on the same night of the week, they will be scheduled for the period 6:00 - 8:00 or 8:00 - 10:00. All groups are requested to clean-up their room and depart promptly.

3. Payment of Contribution

Contributions for a single use are to be paid prior to the beginning of the event. Contributions for weekly use of spaces are to be paid monthly in advance. Please make payment by check, payable to St. Margaret's Episcopal Church. Indicate on the check the name of the group, room assigned, and the specific period of payment the check represents. If cash is used for payment instead, please put it in an envelope with the group's name, date the payment is for, and the amount of cash being paid.

#### 4. Custodial Fees

Organizations are to contract with the Sexton separately for custodial services. All custodial fees are to be paid to the Sexton in advance of the specific event.

**Note:** A custodial deposit of \$100.00 will be paid prior to the event along with the room fee; it will be refunded in full to any group that completely cleans up after itself, including sweeping the floors (brooms found in the kitchen), emptying trash at the trash bin in the alley at the rear of the church, replacing tables and/or chairs taken down for the function to where they are stored, cleaning any specific mess made by a group participant, or restoring the original condition any changes to the area made by the group using the space and thereby necessitating unscheduled St. Margaret's custodial work.

#### 5. Terms and Conditions for Using St. Margaret's Facilities

a) The organization making this application shall be solely responsible for any loss or injury by or to the participants and any loss or damage to property resulting from such use, or resulting from failure to maintain the building's security. St. Margaret's shall be held blameless in any instance of possible injury or loss to any participant of any group using St. Margaret's facilities.

b) All outside security doors of St. Margaret's must be kept locked at all times! **Any group propping open a door, or opening a door by remote buzzer without first verifying the identity of the person seeking entry to ensure that person warrants entry, may be warned for the first infraction, fined for the second, and expelled for the third infraction.**

c) There will be no entry into the church sanctuary without authorization.

d) All rooms will be left in the same condition in which they were found (see custodial note above). If room air conditioning or heat is turned on, please turn it off when leaving.

e) No space other than that designated in the Letter of Agreement is to be used.

f) No signs, notices, flags or other symbols may be posted outside St. Margaret's or the environs without the express prior written permission of the Rector. There will be no media invited into St. Margaret's without the express prior permission of the Rector. Any advertisement of the group meeting at St. Margaret's must be worded such that St. Margaret's is not indicated as a sponsor of the group.

g) Organizations serving food or drink will provide their own utensils. All groups will separate their trash and paper according to DC Government regulations and place it in the appropriate receptacles.

h) **There is no parking available at St. Margaret's. Any vehicle parked in the alley behind the church is likely to be ticketed and towed. This rule has been abused in the past and our neighbors are no longer tolerant of violators.**

i) Possession of illegal drugs, or the use of illegal drugs on St. Margaret's premises is absolutely prohibited and any violation will be immediately reported to the police.

j) Smoking is prohibited in all interior spaces and within 30 feet of any entrance door.

- k) Bicycles may not be brought into building, and must not obstruct entryways.
- l) Organizations are not to use St. Margaret's as a mailing address. Any such mail received at the church will be returned to the Post Office.
- m) **All space use groups must immediately notify the Parish Administrator if the designated agent changes and provide the new agent's name, address, and work/home telephone numbers.** It is necessary for church administrators to be able to contact space use groups regarding matters of urgency.
- n) St. Margaret's reserves the right to terminate this agreement at any time for any reason in the interests of St. Margaret's.
- o) St. Margaret's scheduled activities take precedence over regularly scheduled use of facilities by outside space users. St. Margaret's will, however, notify outside users as far in advance as may be possible if outside group activities must be moved or canceled. Note: Paragraph (1) above.
- p) St. Margaret's will attempt to ensure the privacy of the use of space to the extent possible. St. Margaret's facilities are used for a variety of different purposes at any given time and some disruption can not be completely ruled out.
- q) St. Margaret's policy is to give preference in the use of space to non-profit groups engaged in self-help or community enhancement activities.