

The basic reasons for all of these rules is to prevent the space from being damaged, prevent our neighbors (including Ricardo) from being disturbed, and prevent the church from being sued. If someone wants to do something not covered in these rules, ask yourself if it might cause the space to be damaged, disturb our neighbors, or result in the church being sued. If the answer is in any way “yes,” then that activity is not permitted.

- **To Rent**

- Full payment is required prior to use of space.
- An additional, refundable deposit, of 20% of the rental cost or \$50, whichever is greater, is required for performances, film shoots, photos photos, on-going classes, special events, and any weeklong rental.
 - Failure to abide by the rules for the space will result in forfeiture of deposit.
- Liability coverage is required for performances, film shoots, and photoshoots.
- First time renters must meet with a representative of St. Paul’s before using the space.
- Both spaces have maximum capacity of 99 people.
- Companies must pay for each day that a set occupies the theater.

- **Rates**

- Theater
 - Rehearsals (must be before 4pm on weekdays): \$30/hour
 - minimum 3 hour rental
 - Performances: \$50/hour on days other than Saturday
 - minimum 3 hour rental
 - \$100/hour on Saturdays but only until 4pm.
 - Daily(9am-11pm) except Saturdays: \$250
 - Saturday daily rate: \$700
 - Weekend Rate (9am-11pm, Thursday through Saturday): \$850.
 - Weekly (7 continuous days): \$1200
- Parish Hall
 - Rehearsals/Performances (must be before 6pm on weekdays): \$20/hour
 - Minimum 3 hour rental
 - Daily(9am-9pm, except 11pm for performances): \$150
 - Weekly (6 continuous days, Sundays excluded): \$900
 - Saturdays can only be rented either in a weekly rental or for \$700 for the day.

- **Smoking**

- No smoking indoors.
- Smoking is permitted in the side yard

- **Alcohol**

- Alcohol only permitted for performances
 - not special events, rehearsals, etc.
- Beer and Wine are Permitted
 - No liquor or hard alcohol
- Alcohol cannot be served in glass containers
- Alcohol cannot be sold unless organization has a liquor license
 - Alcohol can be offered for a suggested donation
- Renters are responsible for the behavior of all guests at their events.

- **Food**

- For Theater

- No Food Permitted
 - For Hall
 - Food is permitted
- **Decoration**
 - For Theater
 - Nothing can be attached to walls
 - Sets can be built in the side yard during daylight hours
 - Sets can also be built inside, but we will not clean construction messes during a weeklong rental.
 - six round folding tables are available, three sitting-height, three standing-height
 - fifty antique wooden folding theater seats are available
 - an additional forty-nine folding seats are available.
 - For Hall
 - Decorations can be attached to the walls only using painters tape.
 - Fifteen 10ft rectangular tables are available
 - Seventy metal folding chairs are available.
 - For Both
 - Decorations/sets left at end of rental will result in forfeiture of deposit.
 - Any trash not in appropriate bags at end of rental will result in forfeiture of deposit.
 - Votive candles or candles inside glass containers are permitted
- **Time**
 - All events, expect performances, must end at 9pm
 - Performances may end at 11pm
 - Baby Showers can only occur in the downstairs hall on Saturdays
 - The final time of rental is when renters must be outside of the building. For each hour that renters stay beyond their allotted time, they will be charged for another hour of usage at double the regular rate. Once five minutes of an hour beyond the allotted time our used, renters will be charged for that whole hour.
- **Sound**
 - For Theater
 - Renters may use the house sound system, and only the house sound system.
 - No additional speakers are permitted.
 - For Hall
 - Renter may bring in outside sound equipment.
 - No blasting music.
- **Lights**
 - For Weeklong Rentals of Theater
 - Use of lighting equipment and brief (mandatory) tutorial is included in the rental fee
 - For Day Rental of Theater
 - Use of lighting equipment and brief (mandatory) tutorial is available at extra charge of \$100.
 - For Hourly Rental of Theater
 - No access to lighting equipment.