

## GRACE CATHEDRAL BUILDING USE POLICY

Grace Cathedral's parish hall (All Saints' Hall) was built to help the parish grow as a faith community and in so doing, facilitate the social, spiritual and educational development of the congregation. This facility can accommodate up to 250 people, and is available for classes, meetings, receptions and social events. In addition, we are pleased to offer the use of our building for other non-profit community groups for events which are consistent with the overall mission of the parish.

### **CATHEDRAL CHURCH GROUPS AND MINISTRY TEAMS**

- Use of the Cathedral facilities is free of charge. The Cathedral will hire security for events after regular business hours.

### **DIOCESAN GROUPS**

- Use of the Cathedral facilities is free of charge. If security is needed for after-business hours, \$20 per hour will be charged to the group to cover this expense.

### **ACTIVE MEMBERS \*:**

- Use of available meeting room space is free. Space for small social events (i.e. Bubb Room or Robyn Room) is free if the event is held during regular business hours, and if the room is thoroughly cleaned by the user after the event.
- If the sexton must clean the space after the event, the charge is \$50.
- If the event is not during regular business hours, there is a \$20 per hour security charge that begins when the building is unlocked for the event and ends when the security officer closes after the event.
- All Saints' Hall is rented to active members who are hosting non-money making, non-fundraising social events for \$25 per hour.
- There is a \$50 set-up/clean-up fee for all events held by Active Members in All Saints' Hall.
- If the event is not held during regular business hours, there is a \$20 per hour security charge that begins when the building is unlocked for the event and ends when the security officer closes after the event.
- The building will be closed by 9 p.m. on weekdays and 5 p.m. on Saturdays and Sundays.

*\*Active Member = One who regularly attends and regularly contributes (makes and maintains a financial pledge) to Grace Cathedral.*

*Family members of active members are not included in these rates. They will be charged non-active member fees.*

*Active member rates apply to parishioners hosting a personal/social event (wedding, graduation, birthday, shower, etc). Parishioners are not allowed to make reservations on behalf of a group, organization or business at the active member rate. This would fall under the "Community Group" rate.*

### **FOR NON-ACTIVE MEMBERS \*\*::**

- The Bubb Room and The Robyn Room are \$25 per hour. These rooms may not be reserved when any Cathedral event is taking place. If the event is not held during regular business hours, there is a \$20 per hour security charge that begins when the building is unlocked for the event and ends when the security officer closes after the event.
- Second-floor meeting room space is free unless reserved on a regular basis, in which case there may be a fee. This will be decided on a case-by-case basis at the discretion of the Dean.
- All Saints' Hall is \$50 per hour, or \$125 for the day, plus a set-up/clean-up fee of \$100 per event.

- If the event is not held during regular business hours, there is a \$20 per hour security charge that begins when the building is unlocked for the event and ends when the security officer closes after the event.
- Events must end by 5 p.m. on Saturdays. The facility is not available on Sundays.

**\*\*Non-active members** = Persons who claim membership to Grace Cathedral but do not regularly attend or maintain a pledge of financial support to this church; persons who are family members of active members.

**FOR PEOPLE WITH NO AFFILIATION TO GRACE CATHEDRAL:**

- Our building **is not** available to individuals not affiliated with Grace for personal or family social events (showers, anniversary parties, reunions, etc.)

**COMMUNITY GROUPS AND NON-PROFIT BUSINESSES:**

- For community groups in Topeka and other groups whose purpose for meeting is beneficial to our neighborhood or the community at large, small meeting rooms (Bubb Room and Robyn Room) are free. If the event is not held during regular business hours, there is a \$20 per hour security charge that begins when the building is unlocked for the event and ends when the security officer closes after the event.
- For-profit events that solely benefit a group or cause not related to the good of this community are not allowed to use our space.
- All Saints' Hall is \$50 per hour, or \$125 for the day, plus a set-up/clean-up fee of \$100 per event.
- If the event is not held during regular business hours, there is a \$20 per hour security charge that begins when the building is unlocked for the event and ends when the security officer closes after the event.
- Grace Cathedral facilities are not available on Saturday afternoons (unless it is a day-long event that began in the morning. The building will be closed by 5 p.m.) or Sundays.
- Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
- Facilities are not available to outside groups for fund-raising or for profit-making activities.

**RESERVATIONS**

A Facilities Use Request Form must be completed by all groups and submitted to the Cathedral office at least 2 weeks in advance of the activity. An initial payment of ½ the amount of the fee is required with the remainder due the day of the event. A \$100.00 damage deposit, in the form of a separate check, is also required. If no problems occur, the check will be returned after the date of use. The person reserving the parish hall accepts responsibility for any damages to equipment, hall or grounds, and agrees to pay for such damages beyond the \$100 damage deposit within 30 days of the event.

**ALL SAINTS' KITCHEN GUIDELINES**

The kitchen is available for use by the Renter with the following provisions:

- All food must be catered in or be of a type that requires minimal preparation. No cooking in the kitchen.
- Ovens may be used to keep food warm before serving. Refrigerators can be used to keep food or drinks cold. **DO NOT LEAVE ANYTHING IN THE REFRIGERATOR.**
- The coffee maker may be used following posted instructions.
- This kitchen does NOT have a garbage disposal. **DO NOT PUT ANY SOLID WASTE DOWN THE DRAINS.**
- Garbage is to be placed outside in the trash containers.

- Use of kitchen cookware, utensils, dishes, flatware, linens and supplies is permitted for Cathedral Committees and Events only. The Renter must provide his/her own supplies, including paper products.
- If a caterer is used, the Renter must make sure the caterer is aware of the Kitchen Guidelines.

#### **FIRE ALARM**

If the fire alarm is set off unnecessarily and the fire department is dispatched, the Renter will be required to pay the fire department service charge.

#### **DECORATIONS**

Only freestanding decorations will be allowed in the Parish Hall. No tape, glue, staples, tacks, pins or other fixatives will be allowed to anchor decorations. Arrangements can be made for early setup and decoration but are subject to change in the event of a funeral or other unexpected parish need.

#### **ALCOHOL USE**

Grace Cathedral allows only wine, champagne and beer on the premises. No other type of alcohol is permitted. The Cathedral reserves the right to terminate an event if consumption is high or guests become unruly. If alcohol is served, a non-alcoholic alternative must be provided in an equally prominent and attractive manner.

#### **TOBACCO USE**

Grace Cathedral is a tobacco-free campus. Smoking is not allowed in the buildings or on the grounds.

#### **OTHER NOTES**

- For Weddings and/or Wedding receptions, please refer to the Grace Cathedral Wedding Customary.
- The Music Director must approve all music-related events.
- The user is expected to leave the building reasonably clean and must remove all items associated with their program immediately following the event.
- When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

**FACILITIES USE REQUEST FORM**

Please mail finished copy along with your payment to:  
GRACE CATHEDRAL, 701 SW 8th Avenue, Topeka, KS 66603  
or email to info@gracecathedraltopeka.org, or fax to 785-235-1863

Date of Event (month/day/year) \_\_\_\_\_

Space Requested: \_\_\_\_\_

Name of Organization or Event: \_\_\_\_\_

Address: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Set up Date & Time: \_\_\_\_\_

Set-up Needs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Grace Cathedral Staff signature

\_\_\_\_\_  
Date

**PROOF OF INSURANCE/INDEMNIFICATION**

I/We the undersigned, understand and agree that Grace Cathedral will not be held responsible for any personal injury, personal property damage or theft while using the facility unless such theft, personal injury or personal property damage is caused by the willful misconduct, acts, omissions, or negligence of Grace Cathedral, its employees, volunteers, representatives, agents or assigns. It is also understood that the facility will be left in good, clean condition and that I/we will pay for any damages incurred. Accordingly, I/we agree to defend, indemnify and hold harmless Grace Cathedral, its affiliates, vestry, employees, agents, contractors, and successors, from any and all claims, causes of action, suits, judgments, losses, damages, fines, penalties and expenses caused by or arising out of our use of Grace Cathedral’s facilities and space.

1. **Assumption of Risk.** Guest’s use of the Premises carries with it certain inherent dangers and risks that cannot be eliminated regardless of the care taken to avoid injuries, accidents or illnesses (including death) and damage to property. Guest/s knows, understands, and appreciates these and other risks that are inherent in the activities made possible by use of the Premises, asserts, and agrees that Guest has, and is solely responsible for adequate medical or health insurance to cover any medical assistance that may be required.
2. **Release and Waiver of Liability: Agreement Not to Sue.** In consideration of permission to use the Premises, Guest/s hereby (a) releases, waives, and discharges Grace Cathedral from any and all claims, demands, suits, liens, indebtedness, obligations, liabilities, losses, damages, causes of action, interest, costs, attorney fees, expenses, and other legal and equitable relief of every kind and nature whatsoever, known or unknown, fixed or contingent, which Guest/s use of the Premises or Guest’s participation in any way in any activity in or on the Premises; and (b) agrees not to sue Grace Cathedral on account of, arising out of, or in connection with any and all \*i) injuries, accidents, illnesses, death, or other such acts or occurrences related to Guest’s use of the Premises or Guest’s participation in any way in any activity in or on the Premises, whether or not caused by the active, passive, or sole negligence or fault of Grace Cathedral, and (ii) claims, demands, suits, liens, indebtedness, obligations, liabilities, losses, damages, causes of action, interest, costs, attorney fees, expenses, and other legal and equitable relief of every kind and nature whatsoever, known or unknown, fixed or contingent, which Guest might now have or which might subsequently accrue to Guest in the future by reason of any manner or thing whatsoever arising out of or in any way connected, directly or indirectly, with use of the Premises or Guest’s participation in any way in any activity in or on the Premises.
3. **Agreement to Indemnify.** Guest agrees to fully defend, indemnify and hold harmless Grace Cathedral from any liens, indebtedness, obligations, liabilities, losses, damages, interest, costs, attorney fees, and expenses Grace Cathedral incurs or may incur, and from any claims, demands, causes of action, lawsuits, complaints, and proceedings filed, on account of, arising out of, or in connection with the presence of Guest on the Premises, Guest’s participation in any way in any activities in or on the Premises, whether or not caused by the active, passive, or sole negligence or fault of Grace Cathedral.

I/we have read the above and agree to the requirements mentioned for the requested event.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date of Event