



ST. MARGARET'S EPISCOPAL CHURCH

4228 Factoria Boulevard S.E.

Bellevue, WA 98006

425-746-6650

www.saintmargarets.org

GUIDELINES FOR FACILITY RENTAL

Welcome. St. Margaret's Episcopal Church has a commitment to welcome individuals and groups to our physical facility as well as our worship services. We offer our facility for activities that have a natural relationship to the core values of the Church and promote the well-being of our community. Our facilities are an important resource for the life of our parish as well as our community. In opening our doors to others, we are expressing our desire to connect with the community around us and to be a vital presence. We want to share our beautiful facility with people in our community, offering a safe and comfortable environment for people.

SUMMARY OF RENTAL PROCESS:

Step 1: Choose a room to fit your purpose.

Step 2: Contact us by phone or [email](mailto:rental@stmarginets.org) to connect with a Rental Advisor to discuss the availability of the space you are interested in. The Rental Advisor will help you walk through the rental process.

Step 3: Schedule an on-site visit or talk with the Rental Advisor by phone or email to get your questions answered and to calculate fees. This step includes rental fees, security deposit, insurance coverage and the details of your expected usage. If you are satisfied with the arrangements, we will then make a pending reservation for your event.

Step 4: Complete the Facility Use Request Form and pay your deposit to secure the reservation. Once we receive your completed form, we will contact you within two business days to confirm availability, review any special requests, verify applicable charges and finalize your reservation. You will be notified within 3 business days that your reservation is secure.

Step 5: If you will have alcohol at your event, arrange for a liquor license and a server license through the state. Submit copies of your permits to us at least 5 days prior to your event.

Step 6: On the day of the event, your contact person will meet briefly with our on-site staff person to make sure that everything you need for a successful event is in place. In most cases, you will already have had a phone call or email from the on-site staff person requesting a meeting with you.

Step 7: You are invited to decorate, if you wish, for your event. At the end of the evening, you will be expected to restore the space to its original condition using a checklist that the on-site staff person will have you sign indicating that the conditions of your rental agreement have been met or, if not, what problems occurred.

Step 8: Your security deposit will be returned within 30 days, if there are no violations of this Facility Use Rental Agreement.

DETAILS OF RESERVATION PROCESS

This comprehensive booklet is designed to answer your questions about the details of renting space from us. Not all elements fit all requests. So, look for what applies to your situation. In general, meetings that require no special set up or cleanup are the easiest to schedule and the least costly. Events that include food, alcohol and special equipment are the most complicated and costly. We are interested in helping you have a good experience in our facility and will assist you in any way we can.

1. Choose the room(s) to fit your needs.

- On line--View each room on our website at: www.saintmargarets.org
- By telephone - Call the church office at (425) 746-6650.
- In Person – Call ahead to schedule a visit to the Church for a tour.
- By email – send an email to: rentals@saintmargarets.org.

2. Complete the paperwork and submit your request and payment.

- Print and complete the forms listed below and mail, email or deliver them in person along with 50% of payment plus security deposit to the Church during office hours.
 - Facility Use Request Form
 - Payment using cash, check or credit card are acceptable. Credit card payment can be made on our website: [credit card payment](#)

The Rental Advisor will help you to understand both the options open to you and the requirements made of you in making a reservation and in completing the Facility Use Request Form. Once we receive your paperwork and payment, we will contact you by phone or email within three (3) business day to confirm your reservation, review any special requests, and finalize your reservation.

Consider time needed for any deliveries, to set-up and decorate, and for clean-up when determining start and end times for your rental. Overtime charges for staff and facility use are billed at twice the regular hourly rate.

RENTAL FEES & PAYMENT

Payment of 50% of the hourly/daily rental fee and other fees if applicable such as catering, rental equipment, etc. is due when your reservation is booked. Calculate this payment by completing the Facility Use Request Form. If you need assistance with the fee calculations, please contact the Rental Advisor.

The remaining 50% of the fees, plus the security deposit, are due a minimum of 30 days prior to the rental date or in full if the rental occurs less than 30 days from the event. A payment plan is available for multiple date users.

We accept cash, check, money order, or credit /debit card. Requests received less than 14 days prior to event must pay in the form of cash, or credit /debit card.

The Rental Advisor will determine the appropriate staffing level required for your event. If additional staff is deemed necessary, an additional On-Site Staff Fee will be added to your rental charges.

Non-profit groups must provide proof of 501(c) (3) status at the time of booking. Parishioners of St. Margaret's Church using the facility for non-business events and the Diocese of Olympia receive a larger discount as approved by the Rector. Discounts exclude catering fees and security deposits, unless waived by the Rector.

SECURITY DEPOSITS

In addition to the rental fees, all facility rentals are charged a security deposit. The security deposit amount varies based on the type of use. Refer to Table 1, *Security Deposit Schedule*, below for more information. Security deposits are 100% refundable provided the following conditions are met:

- The room and facility (including outside) are left in a clean and orderly condition per the Rental Inspection Checklist.
- Use of the area does not exceed the scheduled time and no additional staff time is required.
- The area and its contents, including equipment are accounted for and undamaged.
- All rules and procedures governing alcohol consumption and smoking are met.
- All rules and procedures governing St. Margaret's Episcopal Church facility use are met.

If the above conditions are not met to the satisfaction of church staff, an appropriate fee will be deducted from the security deposit. If cleaning and/or repair costs exceed the amount of the security deposit, the rental group or person will be billed. Repairs will be billed at the full replacement cost incurred, including labor.

All security deposits will be refunded back to person named as the contact within 30 days.

Table 1: Fees for Security Deposit

Non-social event with On-Site Staff	\$ 50
Small Social Event (50 people or less) without alcohol	\$ 50
Social Event (51 people and up) without alcohol	\$250
\$500 Social Event with alcohol	\$500

INSURANCE

Insurance is required for two types of events: events where alcohol is served and events which are open to the general public. Proof of insurance must be supplied to the rental advisor before your event takes place.

Please note that personal homeowner's insurance cannot be accepted.

For Corporations and Nonprofits:

Corporations and registered organizations (profit and nonprofit) can supply a copy of their group's existing policy, which must include:

1. **Commercial Certificate of Liability Insurance with:**
 - **St. Margaret's Episcopal Church** listed as additional insured
 - Coverage in the amount of \$1 million per occurrence
 - Liquor liability included and indicated on the policy (if served)
2. **Separate additional insured endorsement**

For individuals or individuals representing affiliated groups:

For all private events (and corporations or organizations that cannot supply an adequate existing policy), special event insurance can easily be obtained by purchasing a single event policy through various vendors. A partial list is posted on our website, www.saintmargarets.org for your convenience, but is not to be considered an endorsement of these specific policies.

1. **Certificate of Liability Insurance with:**
 - **St. Margaret's Episcopal Church** listed as additional insured
 - Coverage in the amount of \$1 million per occurrence
 - Liquor liability included and indicated on the policy (if served)
2. **Separate additional insured endorsement**

CANCELLATION AND RESCHEDULING POLICY

All reservation cancellations must be made in writing. Email is acceptable.

- Cancellations made 30 or more days prior to the event will result in a full refund of the rental fees paid, less an administrative fee of \$10.
- Cancellations made 14-29 days prior to the event will result in a charge of an administrative fee of \$30 or 50% of the hourly rental fees paid (whichever is greater).
- Cancellations made 0-13 days prior to the event will result in no refund of the rental fees.

Requests to change the time or date of an event must be submitted in writing. Approval is subject to facility and staff availability. Additional rental fees must be paid in full at the time of the change. Date changes will be treated as a cancellation and new reservation.

SITE VISITS

Renters are encouraged, and may be required, to arrange a site visit to receive a facility orientation, and answers to event-related questions. Please contact the [Rental Advisor](#) to make an appointment, subject to staff and facility availability.

DAY OF YOUR EVENT

The facility will be open to you only at the time specified on your Rental Agreement. For any issues on-site, please contact the Rental Advisor at rentals@saintmargarets.org. Please remember that the facility may be in use by multiple groups on a particular date, so we ask that you not enter the facility until your designated rental time and that you depart when scheduled.

SET-UP & TAKE DOWN

St. Margaret's Staff will set-up Bristol Hall for your event. Please submit a completed Bristol Hall Set-up Information for all events in Bristol Hall.

The Renter is responsible for set-up including moving portable furnishings and setting up tables and chairs as well as take down and cleanup of all other rooms. All furnishings must be returned to their original locations and equipment properly stored. Use caution so that ceiling, floors and walls are not damaged. Some rooms provide chair/table carts to assist you in moving furnishings. Table coverings may be required.

Please note if you need assistance with set-up our Sexton can provide it at an additional cost.

All items brought into the facility by the renter must be removed by the end of the rental period. Renters must remove all food, materials, non-Church equipment, decorations and garbage. Refer to the "Facility Inspection Checklist" for a list of tasks you are required to complete at the conclusion of your event. Where staff is present, you will be provided instructions. It is your responsibility to properly dispose of trash and leave the facility clean and intact. Staff will assist you in locating cleaning supplies and the dumpsters. Tables stained as a result of your use will be assessed a cleaning fee. At the conclusion of your event, you must complete the Rental Inspection Checklist and submit it to the facility staff on duty.

LOADING & DELIVERY

Deliveries and pickups, if any, must be scheduled during your rental hours. Use main building entrance for loading and unloading unless otherwise approved by Rental Advisor. Do not block building entrances. Facility staff is not authorized to sign for your deliveries. Due to space and security concerns, items cannot be stored prior to or following your event.

FOOD & BEVERAGES

Food and beverages are welcome in every room but the Sanctuary. A large commercial-type kitchen is attached to Bristol Hall on the main floor and a smaller kitchen is connected to the Undercroft on the lower floor. Use of the kitchen appliances and/or equipment for actual food preparation must be approved during the reservation process. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used.

With the use of Bristol Hall, St. Margaret's provides the full use of the hall for the period specified, including all tables and chairs. Talk with the Rental Advisor about your needs.

Renters may bring in their own food (potluck), have food delivered to the Church, or have the event catered. Supplies for basic coffee / tea/ punch service such as coffee and hot water thermal pots, cups, spoons, small plates are provided.

Catering

St. Margaret's Church allows renters to bring in the caterer of their choice after paying a \$50 fee. Caterers are expected to prepare the meal elsewhere and use our facilities to warm and serve. Caterers are responsible for cleaning any areas used.

If your caterer will warm and serve food on site, individually or buffet-style, the following must be submitted a minimum of ten (10) business days prior to your event:

- Please fill out the catering information portion of the Facility Use Request Form, submitted with Catering Fee. *Please note that all licenses are required, including City of Bellevue Business License.*
- Certificate of Insurance from the caterer is required. St. Margaret's Church must be named as an Additional Insured and listing St. Margaret's Episcopal Church, 4228 Factoria Blvd. SE, Bellevue, WA 98006 as Certificate Holder. Minimum amount of General Liability is \$1,000,000 per occurrence.

Beverages

Alcohol (beer, wine and champagne) is allowed in Bristol Hall and the Undercroft. There are three scenarios with different regulation for serving alcohol.

Scenario 1: The most common situation requires a banquet permit: **A banquet permit** is a permit you apply for that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events. A copy of this permit must be submitted to St. Margaret's staff a minimum of five (5) business days prior to your event and posted during your event. To view the Washington State Liquor Control Board rules and order the permit [Banquet Permit](#) on-line.

Scenario 2: Sometimes an individual will want to have a personal celebration such as a birthday party for a group of friends and relatives. They rent a room in our facility to accommodate the number of invited guests. It is the type of event that might be held in a family home. Under these circumstances, no permits are required.

Scenario 3: Non-profit organizations registered with the Secretary of State or IRS may apply for a Special Occasion License which allows the selling of alcohol. The specific process for application may be found on the Liquor Control Board website--Requirements for Non-Profit Organizations Flowchart.

Please be advised of the following policies regarding serving alcohol at your event:

- Alcohol service is limited to beer, wine and champagne packaged in bottles, cans or cartons. **Hard liquor and beer kegs are not allowed.** Alcohol must be served in the area designated by the Rental Advisor and/or on-site staff.
- All alcohol is to be served by the permitted organization or group. **NO self-serve of any type is allowed during a private rental.** Personal use of privately provided alcohol, including flasks, is not allowed, even when no banquet permit is required.

Other items required to be in compliance with state law:

- Washington State Liquor Control Board Banquet Permit is required for most events serving alcohol. A Washington State Liquor Control Board Special Occasion License is required for all events selling alcohol. The originals of these permits must be posted in a conspicuous location near the serving area during your event. You must submit copies of the permits to facility staff a minimum of five (5) business days prior to your event.
- You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.
- Alcohol service must stop a minimum of one (1) hour prior to the designated end time of your event as specified in your Rental Agreement.
- The Rental Advisor will help you determine the appropriate on-site staffing level required for your event. If additional staff is necessary, an additional On-Site Staff Fee will be added to your charges.
- The Rental Advisor will help you determine the appropriate permitting for your event. Serving alcohol without proper approval and/or permit, and/or in violation of any of the above policies and procedures may result in a police citation, immediate shut down of your event, forfeiture of your deposit, and/or additional fees and penalties.

DECORATIONS

You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

- The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to the walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.
- Push pins may be used to attach decorations to bulletin boards and portable partitions.
- Fog/smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc., are not allowed.
- Helium balloons may be allowed under the following conditions:
 - Attach groupings of helium balloons to a weighted object. Single balloons are discouraged as they are more likely to float to the ceiling. If balloons must be separated, please do so outside the buildings.
 - If balloons float to the ceiling, please notify site staff immediately.
 - If the alarm system activates due to a helium balloon, you may be billed for false alarm charges incurred.

SMOKING

St. Margaret's Church is a smoke and tobacco free campus. We ask that you and your guests respect this decision of our community.

COMMERCIAL USE OF THE SANCTUARY

Special rules apply to the use of the Sanctuary:

- The Sanctuary is sacred space and may not be used for any purpose inconsistent with the mission and purpose of the Church.
- No food or beverages may be served or consumed in the Sanctuary except as part of a liturgical celebration.
- The Sanctuary's availability will be determined by the Rector.
- The Office Coordinator will coordinate with potentially affected individuals and ministries and get approval or disapproval for the application within fifteen (15) business days. Any conditions of use not already included on the application form will be provided to the applicant in writing, made part of the application and signed by the applicant and the Office Coordinator. The approved application will be filed and given to the On-site Staff for the event.

WEDDINGS, FUNERALS & MEMORIAL SERVICES

The Clergy of St. Margaret's parish perform all weddings, funerals and memorial services held here, unless otherwise arranged by the Rector. Because weddings, covenant blessings, funerals and memorials are liturgical events, we do not rent out our sanctuary to the public. For further information, please call St. Margaret's Church to speak with our Rector at (425) 746-6650.

WEDDING, FUNERAL, AND MEMORIAL RECEPTIONS

Bristol Hall may be reserved for a reception following these services using the procedures described on pages 3 and 4 of this booklet and prices listed on the Rental Fees Form.

SPECIAL REQUIREMENTS FOR EVENTS FOR CHILDREN

We at Saint Margaret's value children and make every effort to ensure that they are safe, secure and well cared for while using our facilities. To that end, we have established guidelines for groups using our facilities for childcare and/or children's programs.

1. **Supervision:** Whenever children attend an event at St. Margaret's they will be under the direct supervision (within eyesight) of two adults at all times, whether they are parents or designated childcare providers.
2. **Orientation:** The group contact person will complete an orientation with our Director of Children's Ministries prior to the event. This 15-minute orientation session covers policies related to health and safety guidelines for supervision of children and for clean-up of room(s) and equipment following the event. The group contact person is responsible for ensuring that all caregivers understand and follow outlined policies. This orientation should be repeated whenever the group's contact person changes. Contact the church office 425-746-6650 to schedule an appointment.
3. **Supplies:** You will need to provide materials and activities appropriate to the ages of children present. Church art supplies are not available for use.
4. **Caregiver Requirements:** Groups are responsible for providing their own caregivers. All caregivers must be 16 years of age or older. We encourage you to obtain a Washington State Patrol background check for all persons providing childcare for your group. (The state patrol provides this service free of charge to non-profit groups.) The caregiver-to-child ratios established by the WA State Department of Licensing are to be maintained at all times.

CITY CODES, POLICIES AND ORDINANCES

All city of Bellevue codes and ordinances will be in effect and enforced at our facility. There are regulations governing sound and noise levels, pets, animals, parking, and vehicle access. The renter agrees to comply with all laws, regulations and policies. We reserve the right to terminate your event if the on-site staff person, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state, or federal laws. Upon verbal notice from staff or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

Noise volume must be contained within the boundaries of the facility. This rule will be strictly enforced by the on-site staff person. If you fail to comply with this rule, the police may be called, and you may be issued a Civil Noise infraction (punishable by a fine of \$250.00 or prosecuted as a misdemeanor).

ON SITE CUSTOMER SUPPORT STAFF

The On-Site Staff will assist you with the following during an event:

- Unlock the building / room at your scheduled time.
- Work closely with the main contact to answer questions and provide assistance.
- Assist in making appropriate use of the church facilities and necessary supplies.
- Ensure that noise is at an acceptable level.
- Ensure that the event ends promptly as scheduled on the Rental Confirmation.
- Ensure the facility and equipment is clean and ready for the next scheduled use.
- Ensure the building/room is locked and secured if that is appropriate.
- When necessary, activate appropriate 911 Emergency Services, if necessary.

The On-site Staff is not expected to do the following:

- Act as guardian or security for any personal belongings.
- Assist with set-up, clean-up or take-down.
- Supervise minors.

Plans for the person serving as your On-Site Staff will be made in advance and you would be made aware of who to turn to for assistance.

These Guidelines for Facility Rental are intended to help you understand the process we use and the detailed choices that are available prior to signing a Facility Use Agreement. The specific terms and agreements will be contained in the Facility Use Agreement which will be signed by you or your event's main contact and a Rental Advisor once you are satisfied that the available space meets your needs.

Thank you for using St. Margaret's Episcopal Church for your event.