

St. Stephen's Episcopal Church Policy on Space Use & Fees

St. Stephen's is pleased to offer space to any community-based non-profits free of charge. The space use fees below apply to all for-profit organizations using space. Hourly rates are assessed as booked from the time of arrival until departure.

Password protected Wi-Fi access is available throughout the building. All building entrances are handicapped-accessible and we are equipped with an elevator to access lower and upper levels of our building. Two handicap-accessible bathrooms are located on the lower level and one handicap-accessible bathroom on the upper level.

Room	Fees
Parish Hall <i>The parish hall comfortably seats 80 persons for a lecture, 60 persons seated at tables or 200 persons standing for a reception.</i>	\$30 per hour
Kitchen <i>The kitchen is equipped with 2 electric ranges, standard refrigerator and a dishwasher. 4-5 persons may work comfortably in this space.</i>	\$25 per hour
Church – nave and sanctuary <i>This space seats 250 persons at full capacity in pews. This space is also equipped with a sound system and capacity to provide Zoom transmissions of any gatherings held here. Use of the organ or piano may be requested and is subject to approval by our music ministry staff.</i>	\$250 per event (an additional \$100 fee for weekend use requiring extra custodial services to prepare for Sunday worship.)
Upper Meeting Room <i>20 persons seated at tables or about 30 person seated for a lecture can be accommodated. A digital projector and screen is available for use here.</i>	\$25 per hour

Technological assistance needed by any group may be provided by our Facilities Manager and will be billed at an additional hourly rate for time used.

Approved 5/21/2023

Requirements of St. Stephen's Facilities Use

1. Please complete the Space Use Request form and submit it to the Parish Administrator well in advance of your desired event. Follow-up with the Parish Administrator at 802-388-7200 once your space use request has been sent to verify space availability, scheduling, needs and any possible fees. Payment of any fees should be made payable to "St. Stephen's Church" at least one week in advance of your scheduled event.
2. There is no smoking or use of similar products in the building.
3. The serving of alcoholic beverages at functions on the premises is not permitted. Exceptions to this policy may be made upon request in consultation with the Rector.
4. Groups may use only the space you have booked.
5. Broken or lost equipment should be reported to the Parish Administrator as soon as possible and the group may be held accountable for replacement. Damages to the space used or critical problems with building systems should be reported immediately to our Facilities Manager by calling 802-989-5640.
6. All spaces must be left in the condition in which they were found. This includes, but is not exclusive to, stacking chairs and tables, turning out the lights, closing windows that were opened, wiping down surfaces in the kitchen and removing all food and drink brought in by your group, and making sure the outer doors are locked as you leave.
7. St. Stephen's reserves the right to cancel the use of the facilities for any group not complying with these requirements.
8. Groups must provide a Certificate of Insurance showing liability insurance coverage or sign a Hold Harmless Agreement provided by the office.