

Facility and Equipment Rental

Contact: (623) 935-3279

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Organizations and Persons Eligible to use or Rent Facilities/Equipment:

- Parish organizations: All groups or organizations officially established by St. Peter's or affiliated organizations supported by church ministries
- St. Peter's Parishioners: Available to active, contributing members of St. Peter's whom have been registered for at least one year. Permitted Events for Parishioner rental include receptions for weddings, anniversaries, birthdays, similar celebrations or others with the approval of the Rector. The church charges a security deposit and a reduced rental fee. It also requires a certificate of liability insurance with a minimum value of \$1,000,000.
- Other Events: St. Peter's wishes to support the local community. As such, its facilities may be available for use by the community on an "as available" basis. The church charges a security deposit and rental fee and requires a certificate of liability insurance with a minimum value of \$1,000,000.

Periods and Hours of Use:

- Weekday periods: Monday – Thursday 8:00AM – 9:00PM
 - Priority is given to church and school needs
- Weekend periods: Friday – Saturday
 - Friday: 8:00AM – 1:00AM Saturday
 - All music and events must shut down by Midnight in order to have time for cleanup.
 - All setup and cleanup must take place during the rental time period.
 - Saturday: Noon – 3:00PM
 - All music and events must shut down by 2:00PM in order to have time for cleanup.
 - All setup and cleanup must take place during the rental time period.
 - Sunday: 1:00PM – 10:00PM
 - All music and events must shut down by 9:00PM in order to have time for cleanup.
 - All setup and cleanup must take place during the rental time period.
 - Other times available at the discretion of the church with approval from the Rector

Scheduling the Facility

- Contact the Church Office to check for date availability. If available, complete and return the rental agreement with certificate of insurance and required deposit

- Non church events will not be scheduled more than 6 months prior to the event. In the case of weddings, facilities may be scheduled as far as 18 months in advance with Clergy approval.
 - Scheduling priority is based on church needs and is coordinated by the church office.
- A reservation is considered confirmed once a fully executed (signed by both church and renter), certificate of insurance, and required deposit are received.
- Final balance of the rental fee must be received by the Church Office no later than two weeks prior to the scheduled event.
- Insurance – A Certificate of insurance shall be provided in the minimum limits of \$1,000,000 combined single limit for bodily injuries and property damage. The policy must name “St. Peter’s Episcopal Church” as an additional insured on the policy. Policies are available through most homeowner’s insurance company providers. St. Peter’s cannot assist a renter in obtaining insurance.

Alcohol and Caterers

- No alcohol may be sold on church property by renters. No alcoholic beverages may be served to minors. Violations will result in the immediate termination of the building use. The renter is responsible for the conduct of their guests. If disorderly conduct situations are not resolved, those involved will be asked to leave the premises or law enforcement will be contacted. No alcohol is permitted outside the facility that is being rented. No alcohol is permitted in the parking lot. In no instance is the bartender allowed to drink alcoholic beverages. If alcohol is served, safe transportation options should be promoted or provided by the renter for their guests.
- Any events where alcohol will be served will require the renter to provide security or police services as approved by the church.
- Caterers must comply with all Arizona State Department of Health requirements and be able to provide the required licensing documentation upon request. The Celebration Hall kitchen may not be used for cooking, but is available for use of the sinks, serving, refrigerator/freezer (as room allows).

Setup and Cleanup

- All setup and cleanup is the responsibility of the renter. The rental party is responsible for returning the room to the condition in which it was found. This includes bagging trash and removing it to the dumpster, wiping tables and chairs and cleanup of any spills or materials on the floor.
- Setup and cleanup must take place within the rental period.
 - In some cases setup may take place the day before an event if space is available – rental rates will only be charged for the active setup time. This requires prior approval by the church.
- If tables, chairs, etc... are rented from an outside company, the delivery and pick up schedule of those items must be approved by the church prior to the event.
- Decorations
 - Anything requiring nails, tacks or staples on walls or ceiling are not permitted. Painters tape may be used.
 - Decorations, furnishings or equipment may not cover the heating or cooling controls, vents, fire extinguishers or exit doors.
 - No confetti, glitter, rice or other such items may be used inside the building
 - Extension cords must be secured with tape or other covering to prevent tripping hazards.
 - Candles must be contained in glass containers.

Renter Responsibilities

- St. Peter’s is a tobacco free facility. There is no smoking on the St. Peter’s property in the form of cigarettes, cigars, or electronic cigarettes. Chewing tobacco is prohibited on church property.
- Drugs are prohibited on church property and authorities will be called immediately if drugs are found on property.
- Firearms are prohibited on property.
- The rental party must remain in the room(s) rented. At times other events may be taking place on the property at the same time.
- St. Peter’s assumes no responsibility for any lost, stolen or damaged articles in the use or rental of any church facility or parking areas.
- The rental party assumes all liability for damage and agrees to make prompt restitution for any damages that occur during the use of the facility which exceed the amount of their deposit. Report all personal injuries or accidents to the church office immediately. All renters will have contact information for a church representative who will be on site or on call for issues during the event.
- All personal belongings and equipment must be removed from the facility at the end of the event unless prior arrangements have been made with the church office.
- If St. Peter’s linens are used the renter is responsible for laundering and folding those linens within 24 hours. A \$100 laundry fee will be charged if they are not cleaned.
- A Facility Checklist will be done with the renter and a church representative at the start of the rental period. The checklist will be completed at the end of the rental, or in the case of late night events, may be completed the following day.

Upon completion of the event the facility will be left as follows:

- The 8 wooden round tables will be placed evenly on the south side of the room
- 6 chairs will be stacked on the east end of each table
- 3 stacks of 13 chairs will be neatly placed along the southeast corner of the room
- All other chairs will be returned to the storage closet in stacks of not more than 13 chairs. No items will be stored in the exclusion area round the electrical box in the closet (clearly marked)
- All other tables will be returned to the rolling storage cars and stored in the hallway

Rental Fees (Subject to Change):

Facility	Parishioner Rate	Community Rate	Security Deposit	Maximum Capacity
Celebration Hall	\$50/hour	\$100/hour	\$250	225
Desert Room	\$15/hour	\$30/hour	\$50	40
City/Space Room	\$10/hour	\$20/hour	\$40	20
Celebration Hall Conference Room	\$20/hour	\$40/hour	\$40	12
Technical Fee	A minimum technical fee of \$25 will be charged for use of any St. Peter’s audio/visual equipment. Additional time will be charged at \$30/hour as needed.			