

GUIDELINES FOR USE OF ST. MARK'S EPISCOPAL CHURCH FACILITIES

ST. MARK'S EPISCOPAL CHURCH

10 ST. MARK'S ROAD

BURLINGTON, MA 01803

781-272-1586

stmarksburl@rcn.com

- NO SMOKING is permitted in the building. NO ALCOHOLIC BEVERAGES (including wine, beer, champagne, liquor) or drugs are allowed in the building.
- The CHURCH itself and PARISH OFFICE are strictly off-limits.
- CHILDREN are to be supervised at all times by a responsible adult.
- PARKING is available in the parking lot near the church.
- REST ROOMS are located on the second floor at the top of the stairs.
- CATERERS may be used, provided food is previously prepared and all regulations for the use of the building are respected and enforced. A Board of Health certificate must be obtained from the Town Hall. See information attached..
- DECORATIONS are not to be attached to the walls, ceiling or woodwork.
- We CANNOT store items in advance for those using our space.
- KEYS for access can be obtained by parish members during regular office hours.
- Access for non-parishioners will be discussed at time of approval of application.
- Tables and chairs are available for use. Renter is responsible for set up and take down and all tables and chairs should be returned to their original set up.
- HEAT is controlled separately in each room. Follow the instructions that are on the thermostats.
- ALL TRASH must be placed in trash bags. Please put trash bags in the outside dumpster.
- Please check that all the LIGHTS (including the upstairs restrooms) are turned off before leaving.
- Please check that all the DOORS are locked and secure when leaving.
- All WINDOWS must be closed and locked at the completion of the event.
- In case of FIRE, evacuate the building immediately. The church fire alarm system is connected directly to the Burlington Fire Department.

2010 Fees:

PARISH HALL: \$35.00 per hour of use plus a one time fee of \$25.00 if food will be served.

CHOIR ROOM: \$20.00 per hour.

SECURITY DEPOSIT \$50 FOR A ONE TIME USE. \$100 FOR ALL OTHERS.