



1444 Liberty St. SE, Salem, OR, 97302
503-362-3661
www.stpaulsoregon.org

Facility Use Application and Agreement

Please review all Facility Use Agreement policies before submitting an application for building use. Written approval must be obtained, and all payments received prior to occupancy. Submit your completed application to the St. Paul's Parish Administrator. You will be notified of the decision within two weeks.

Questions can be directed to the Parish Administrator.

Today's Date: _____

Your Name / Group Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Contact Person / Group's Mailing Address:

Are you a St. Paul's Church member? Yes _____ No _____

Name of Event: _____

Description of Event: _____

Rooms Needed:

Event Date(s): _____

Rental Start Time: _____ Rental End Time: _____

Please indicate total time spent in the facility, including time for set up, clean up, etc.

Is this event recurring? Yes _____ No _____

Estimated Number of People Attending: _____

Will you be requesting staff support for setting up / cleaning up? Yes _____ No _____

Will you be requesting additional equipment? Yes _____ No _____

Additional Equipment Requested:

Do you plan to serve alcoholic beverages? Yes _____ No _____

Do you plan to serve food? Yes _____ No _____

Will you be requesting the use of the St. Paul's Commercial Kitchen? Yes _____ No _____

Name of certified Kitchen Manager: _____

I acknowledge that I have reviewed the Facility Use Policies of St. Paul's Episcopal Church in Salem, Oregon. I hereby affirm that I am acting as an authorized representative of the above-named group, and agree that I will ensure that the group abides by the church's policies and requirements. I understand and acknowledge that my group will assume the cost of repair for any damage caused. I acknowledge that liability insurance certificates must be provided to the church and that any deposits must be paid before our agreement can be considered valid. I understand that failure to provide insurance certificates or pay non-refundable deposits within three weeks of the event may result in the automatic cancellation of any approved building use.

Applicant Signature

Printed Name

**Commercial Kitchen Use Agreement
2026**

Initial to agree:

_____ I have read and agree to all Facility Use Policies contained within the Facility Use Agreement.

_____ I understand that my group's initial rental of St. Paul's Commercial Kitchen requires instructional training from a designated St. Paul's staff member or volunteer.

_____ I understand that anyone in my group using the kitchen must provide copies of their current Food Handler's Card.

_____ I understand that if my group's use of the kitchen causes damages, delays for other users, or requires additional cleaning by the St. Paul's staff or volunteers, that I may be required to pay for damages, to pay an additional cleaning fee, to repeat instructional training, and/or to pay a higher rental rate in the future.

_____ Renter Signature

_____ Date

_____ Kitchen Manager Signature (if different)

_____ Date

Fee Structure

Fees include the following facility usage fees:

Basement:

- Gym: \$100/hr
- Parish Hall: \$50/hr
 - *Includes Patio and Courtyard use*
- Rm 1 / Children's Choir Room: \$15/hr
- Pillar Room: \$15/hr
- Commercial Kitchen: \$20/hr**

Ground Floor:

- Sanctuary: \$200/hr
- Chapel: \$100/hr
- Library: \$35/hr
- Community Kitchen: \$15/hr
- Rm 108: \$15/hr
- Rm 109 / Nursery Rooms: \$15/hr
- Rm 110: \$15/hr
- Rm 112: \$15/hr
- Rm 114 / Goldy Play: \$15

2nd Floor:

- Rm 208 / Upstairs Conference Room: \$10/hr
- Small Offices: \$200/month
- Large Offices: \$800/month

In addition to the following amenities fees:

- Off Hours Fee: \$25/hr before 9am or after 9pm
- Patio Heaters: \$10/hr
- Staff Support: \$25/hr
- Sound Equipment Use: Varied based on event needs *
- Musical Equipment Use: Varied based on event needs*

* *Use of musical, liturgical, or sound equipment requires additional fees and the presence of St. Paul's staff or volunteers.*

** *Use of the Commercial Kitchen may also require additional fees per event.*

Rooms and Amenities

Gym: 4,920 sq ft

Includes use of basketball hoops.

Parish Hall: 4,104 sq ft

Includes use of Patio (989 sq ft) and Courtyard.

Children's Choir Room 1: 420 sq ft

Pillar Room: 1,350 sq ft

Includes use of existing tables and chairs. Does not include appliances or materials belonging to other rental groups (such as coffee pots).

Commercial Kitchen: 721 sq ft

Includes use of existing appliances. Requires additional certification and fees.

Library: 943 sq ft

Includes use of existing tables and chairs.

Community Kitchen Room 115: 182 sq ft

Includes use of existing appliances. May require additional fees.

Meeting Room 108: 240 sq ft

Includes use of existing tables and chairs.

Nursery Room 109: 290 sq ft

Little Wonders Room 110: 380 sq ft

Room 112: 240 sq ft

Includes use of existing tables, chairs, and seating.

Godly Play Room 114: 182 sq ft

Chapel: 960 sq ft

Includes use of pews. Use of musical, liturgical, or sound equipment requires additional fees and the presence of St. Paul's staff or volunteers.

Sanctuary: 5,016 sq ft

Includes use of pews. Use of musical, liturgical, or sound equipment requires additional fees and the presence of St. Paul's staff or volunteers.

Second Floor Classrooms 203, 205, and 209: 400 sq ft

Second Floor Conference Room 208: 190 sq ft

Includes use of existing tables and chairs.

Second Floor Offices 204, 206, 207: 100 sq ft

Facility Use Policies 2026

We of St. Paul's Episcopal Church, Salem, Oregon, are proud of our church and wish to serve our members, our visitors, and the community. Therefore, our facilities are available for use according to the following:

General Conditions:

For the purpose of these policies, the signer of the Facility Use Application and Agreement will be considered to have authority to act for and be responsible for any persons or groups whom they represent. The individual or group who submits the Facility Use Application and Agreement will be considered the Renter. It is agreed between St. Paul's Episcopal Church of Salem and the Renter that the Church shall allow the Renter access and use of the facility as conditioned and described below, subject to all policies and procedures of the Church, for the fee assigned below.

The Renter will see that the facility is not misused, that there is proper adult supervision of minors at all times, that the facility is used in accordance with all policies, procedures, and requirements of the Church, as well as in accordance with state and local requirements and law, and that all other terms of this Facility Use Agreement are adhered to and followed.

Scheduling Procedures:

All scheduling of the facilities will be made through the church office. First priority for use of the building is for local church programming and groups, weddings and funerals, and for Diocesan meetings and conferences that fulfill the church's mission "To Know Christ and To Make Him Known".

Second priority in scheduling is for community service groups whose purposes are consistent with those of St. Paul's Episcopal Church and whose use is compatible with local church programming needs.

"Community service groups" are recognized as any such group that is community based (not a part of the ministry of St. Paul's), whether members of St. Paul's are members of the community group or not. Rooms are scheduled through the administrative staff. However, the Rector or Priest in Charge of St. Paul's has ultimate control over how the facilities are to be used.

Applications for the use of the church submitted reasonably in advance of requested use will be considered. Dates of use are not considered finalized until the Facility Use Agreement has been submitted, along with any and all necessary accompanying documents and fees.

Room assignments and event permissions may be altered or rescinded, with or without notice in order to accommodate worship events such as holiday or funeral services.

St. Paul's Episcopal Church reserves the right to terminate the Facility Use Agreement at any time and for any reason, with or without notice.

Responsibilities of Facility Renters:

The church building is available from 9:00 a.m. to 9:00 p.m. Monday through Saturday. Available times will vary based on season, holidays, staff availability, and pre-existing rentals or activities. All renters must vacate the facility no later than 9:00 p.m., unless previous arrangements have been made with the Church and additional fees have been paid.

The serving and consumption of food must be confined to the areas reserved by the group and must be approved prior to use of the building. No alcohol may be served or used before, during, or after any function on the church's property, except as an element in the celebration of the Holy Eucharist and for occasions and conditions specified in the policy on the use of alcohol. There is to be no food in the sanctuary or chapel at any time.

Any and all minors onsite, whether participating in the activities offered or not, will receive appropriate oversight and monitoring.

All activities can be canceled in the case of a power outage, sewage emergency, extreme weather, or other extenuating circumstance. The Church will provide as much notice as possible, but reserves the right to cancel at any time and for any reason.

Service animals are very welcome. Please contact the Church administrative team with questions regarding Therapy animals or personal pets.

Smoking, Vaping, and Tobacco Use:

Smoking, vaping, and use of tobacco are not permitted in the building at any time or for any reason. An additional fee will be charged if unauthorized smoking or vaping causes any smoke or fire suppression or alert system to sound, discharge, or otherwise activate.

This fee will vary depending on the event, the cost of responding to the event, and the cost of resetting the fire suppression system.

There is an outdoor receptacle available for smoking refuse beside the dumpster containment area. Any and all individuals smoking or vaping onsite must do so in this area. Individuals in this area are expected to deposit all refuse in the receptacle, and to maintain a considerate volume so as to not disturb our neighbors. All federal and local laws pertaining to the use of tobacco must be followed. Minors are not permitted in this area for any reason.

Use of marijuana is not permitted anywhere on the property at any time.

Commercial Kitchen use:

Use of the Commercial Kitchen requires prior approval from the Parish Administrator.

All individuals entering the Commercial Kitchen or participating in food production or service must hold a current Food Handlers' Card which is valid in the State of Oregon. It is preferable for at least one person on site to hold a Food Safety Manager certification which is valid in the State of Oregon.

The Renter is solely responsible for ensuring all State, County, and local guidelines are followed and that all individuals are properly trained and certified.

Copies of any State or County licensure may be required prior to rental approval. Updates made to licensure should be communicated to St. Paul's in a timely manner.

The Renter is solely responsible for disclosing any and all necessary information regarding licensure, inspection, allergens, and ingredients.

Use of the kitchens does not include use of any food, pantry supplies, or single use items which are contained therein, and any equipment included will be itemized in the Facility Use Agreement.

Use of the kitchens requires that all equipment is properly cleaned, sanitized, and stored, that trash receptacles are emptied, and that the space is reset and ready for use by the next group. Any damages or failure to properly reset the space will result in additional charges.

Misuse of kitchen equipment, damages, lack of certification, or any action which may negatively affect St. Paul's Restaurant Inspection Score will result in cancellation of the Facility Use Agreement and/or additional fees.

Community Kitchen use:

The Community Kitchen cannot be used to produce food which is intended for sale or public consumption. Any food stored, prepared, or served within the Community Kitchen must be intended for consumption by the members or guests of the rental group.

The rental group is solely responsible for disclosing any and all necessary information regarding licensure, allergens, and ingredients.

Use of the kitchens does not include use of any food, pantry supplies, or single use items which are contained therein, and any equipment included will be itemized in the Facility Use Agreement.

Use of the kitchens requires that all equipment is properly cleaned, sanitized, and stored, that trash receptacles are emptied, and that the space is reset and ready for use by the next group. Any damages or failure to properly reset the space will result in additional charges.

Policy on the Use of Alcohol:

Adopted January 2008

Alcohol will only be on the premises for sacramental use and for occasions specified in this policy. Wine and beer may be served at social events at St. Paul's only in accordance with this policy. Consumption of any other alcoholic beverages is not allowed.

Alcohol may be served at a private social event on the premises and grounds of St. Paul's Episcopal Church, 1444 Liberty SE in Salem, Oregon, only if the event has a St. Paul's based sponsor group.

Anyone serving alcohol will be trained and responsible for controlling and serving alcoholic beverages and will have Oregon Liquor Control Commission service permits.

Whenever alcohol is served in any form, non-alcoholic beverages must always be offered and served with the same attractiveness and accessibility as those containing alcohol. They should be clearly labeled as such. Alcohol consumption will not be advocated.

Alcohol containers will not be left unattended and management of alcohol containers must be secured.

All applicable federal, state and local laws and ordinances, including those governing the serving of alcoholic beverages to minors, must be observed.

It is the duty of the clergy in charge of the congregation, or in their absence, the Wardens and Vestry, to assume responsibility for the dissemination and enforcement of these guidelines.

Although this policy recognizes the long-standing tradition of the use of alcoholic beverages, it also follows Diocesan policy which recognizes that excessive drinking is unacceptable Christian behavior.

Fee Information:

Fees are outlined on the Facility Use Agreement form and must be paid prior to the use of the building or grounds. Recurring-use fees will be paid regularly, and the schedule of these payments will be determined based on length of use and notated on the use agreement. Additional fees levied during the use of the facility must be paid or arrangements must be made with the Church within 30 days.

Fees may be paid online at StPaulsOregon.org or via check. Select “Facility Use” as the fund online, and make checks payable to St. Paul’s Episcopal Church, and indicating “Facility Use” in the memo line.

St. Paul’s Episcopal Church reserves the right to terminate the Facility Use Agreement at any time and for any reason, with or without notice.

Music teachers, non-profit organizations, and other service groups may qualify for free or reduced facility use. Please discuss this option with the Church administrative team if you believe you qualify.

Children and Youth:

All groups and activities directed towards children and youth will submit proof of the organization or group’s safety trainings and requirements for adults working with youth.

Additionally, responsible parties will verify that group and activity leaders have passed background checks per their organization’s requirements.

No Other Promises or Warranties:

The Renter understands that no promises are made other than what is contained in this agreement, that no warranties have been made that the facility will be made adequate for the Renter's planned use, and that the Renter accepts the facility in an as-is condition.

The Renter has inspected the facility to be used and has independently determined that it is suitable and safe for their particular intended purpose.

Certificates of Liability:

The Renter, at their sole cost and expense, shall maintain during the dates of use of this Agreement public liability insurance insuring against all liability of the Renter, the church, and their authorized representative arising out of and in connection with the Renter's use of the facility, with a single liability limit of \$1,000,000.

It is the intention of both the Renter and the church that the liability insurance shall insure performance by the Renter of the express indemnity provision contained below. However, the limits of such insurance shall not limit the liability of the Renter hereunder.

The Church shall be named as an Additional Named Insured on the insurance policy purchased by the Renter, which is subject of this agreement.

The Renter agrees to provide the Church with a copy of the certificate of insurance evidencing that they have complied with the insurance requirement of this agreement, and to resubmit this certificate annually when applicable.

Renters who are members of the Church in good standing may qualify for a waiver of this requirement. Please discuss this option with the Church administrative team if you believe you qualify.

Additional Liability Insurance:

If the Renter intends to lead any fitness, exercise, workout, or other physical activity within the St. Paul's facility or grounds, they must carry additional liability insurance and provide proof of current insurance coverage for all instructors.

It is the Renter's sole responsibility to ensure that all trainers and instructors are correctly trained and licensed, and that participants are given proper instruction and are protected from injury.

Express Indemnity:

The Renter agrees to save, indemnify, and keep harmless the Church against any and all liability, claims, judgements, or demands, including demands arising from injuries or death of persons (including employees of the Renter) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by the Renter, save and except claims or litigation arising through the sole negligence or sole willful misconduct of the Church. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.

Term and Termination:

The Church reserves the right to terminate this Facility Use Agreement at any time and for any reason, with or without notice.