

# CHURCH OF ST. MARTIN-IN-THE-FIELDS

8000 St. Martin's Lane  
Philadelphia, PA 19118  
(phone) 215.247.7466 (fax) 215-247-2638

## Single-Use Facility Fees Schedule

*All fees are for one-time, infrequent use.*

Organization:	Ticket-selling	Non-ticket selling
Church rental	475.00	275.00
Platform furnishings removal**	90.00	90.00
Organ/Piano tuning	150.00/85.00	150.00/85.00
Parish Hall**	250.00	150.00
Houston Room**	175.00	100.00
Kitchen use (serving only, no prep)	75.00	50.00
Kitchen use (preparation)	125.00	75.00
Hilary House (1 <sup>st</sup> Floor)	125.00	100.00
Library	75.00	50.00
Volunteer office	25.00	35.00
Undercroft classroom (ea.)	25.00	35.00
Choir Room	75.00	50.00

Security/Sexton \$28 per hour, \$110 minimum

All events held in the Church and/or Parish House require the hiring of a security person at \$28 per hour, with a \$100 minimum per day. This time is calculated from the time the building is opened (including rehearsal hours) until the last organization representative is scheduled to leave. **If your event runs longer than scheduled, an overtime fee of \$50 per every 15 minutes of extra time will be added to your total fee.**

Room rentals for pledging members of St. Martin's are charged at the rate of a non-ticket selling organization and are suggested fees. Members are, however, required to pay the fees for a security person. Special needs for set-up may require the hiring of personnel, to be determined by the parish administrator. **Setup needs must be relayed to the office along with a written contract.**

If you must cancel your event after a contract and deposit have been submitted, the Church will provide a 50% refund of the deposit.

*\*\*The removal and replacement of platform furnishings in the church and room set-ups in the Parish Hall and Houston Room must be performed by personnel hired by the Church. A \$90 fee is required for each building, and may be revised at the discretion of the Parish Administrator if additional work is required.*

## **Repeated-Use Facility Fees Schedule**

*For regularly scheduled classes/workshops of more than 3 sessions.*

For repeated use by outside organizations, all spaces are rented at **\$25 per hour**. Partial hours will only be calculated on the half-hour.

In addition, there will be a **one-time facility-use fee of \$75** for additional set-up and cleanup on a regular basis by our sexton/security person. This one-time fee will be charged at the outset of each series of classes. This fee will be charged for each separate series of activity the space is used for. (For instance, a dance organization with classes held on both Saturday and Thursday will be charged this deposit fee twice.) This is a separate fee and cannot be used towards the payment of the hourly fees charged.

Classes will be scheduled as long as space is not otherwise reserved for church events. A schedule must be approved ahead of time, and **all agreements in writing**. Exceptions to the written document must be put in writing. Use may be subject to change in the case of a funeral, or other major event; you will be contacted as soon as possible in this event.