

ST STEPHEN'S EPISCOPAL PARISH RENTALS

Premises: The facility of St Stephen's is at 1432 SW 13th Ave, Portland, OR 97201.

Priority: Space availability priority goes to groups already affiliated with St Stephen's.

Grandfather Clause: The St Stephen's Space Use Coordinator, Facilities Team Chair or staff members are authorized to "grandfather" fee or building use arrangements with groups currently using the building on a regular basis.

Sliding Scale Option: Faith-based organizations, groups with a mission toward social justice and/or healing arts, and mental health-based groups such as AA or other recovery or service groups are able to use St Stephen's space at sliding scale. Contact for customized pricing.

Rental Agreement: All groups are required to complete a final rental agreement which will include all necessary specifics of rental.

MEETING SPACE	HOURLY RATE	FULL DAY RATE (5+ hrs)
---------------	-------------	------------------------

Sanctuary (min 2 hrs) Main floor: 40'x65' - 2500 sq ft Stage: 20'x32' - 640 sq ft Total space: 3100 sq ft Capacity: 300	\$50 non-member \$25 member/attendee	\$275 non-member \$100 member/attendee
Parish Hall (min 2 hrs) 29'x47' - 1364 sq ft Capacity: 120	\$40 non-member \$20 member/attendee	\$180 non-member \$85 member/attendee
Commercial Kitchen (min 2 hrs) 21'x11' - 230 sq ft Commercial dishwasher, gas stove	\$25 non-member \$10 member/attendee	\$110 non-member \$45 member/attendee
Chapel (min 1 hr) 16'x22' - 352 sq ft Seats 24-40	\$25 non-member \$10 member/attendee	\$110 non-member \$45 member/attendee
Meeting Space (min 1 hr) 15'x16' 240 sq ft Capacity: 20	\$25 non-member \$10 member/attendee	\$110 non-member \$45 member/attendee

Concert/Show/Benefit Rate: 10% of admission fees collected or \$100 if no admission fees collected.

Wedding Rate: Non-member: Access to all spaces for full day, \$500 flat rate. Member: Donation.

Rental space rates include time for your setup and clean-up.

Rental of any space includes access to 2 gender neutral bathrooms.

All spaces require an additional \$20, flat rate, cleaning fee.

Piano should be specifically reserved ahead of time.

AV equipment should be separately reserved for a \$20 flat rate.

SPACE USE EXPECTATIONS

- Set up, take down, and cleaning is the responsibility of group organizer
- Smoking and vaping of any kind are not allowed on the premises.
- No weapons of any kind are allowed on the premises.
- Cleaning services are not usually provided; a cleaning deposit is refundable if space is left as it was found.
- Equipment, including kitchen, A/V, tables and chairs, may be available, must be arranged with the congregational administrator.