

# CHRIST CHURCH CATHEDRAL

45 Church Street, Hartford, CT 06103  
860-527-7231 • 860- 527-5313 (fax)

## POLICY AND PROCEDURES FOR BUILDING USE

### Introduction

Christ Church Cathedral is established to the glory of God and for the good of all. It is to be a house of prayer for all people who seek to worship God, and shall be forever free and open. This Cathedral is the diocesan church of the Episcopal Diocese of Connecticut, the official seat and spiritual home of the Bishop, and a center of diocesan work and worship. It is also a parish congregation with a ministry in the City of Hartford. One of the ways we realize our mission is to maximize the usefulness of our facilities by providing rental space for community organizations. When not being used for Cathedral or official diocesan events, we make our Cathedral, Auditorium (theater) and Reception Room available as appropriate at very attractive rates to religious, civic, corporate, and community organizations in need of a facility for meetings and activities.

### Description of Facilities

The *Cathedral* itself is available to outside groups, with the permission of the Dean, only for religious services or the performance of sacred music. The seating capacity of the Cathedral, including the balconies, is 700. In addition to the Antiphonal organ, a piano is available for musical performances.

The *Cathedral House Auditorium* is 45' X 58', has a small stage with curtain, and will accommodate over 250 people in theatre-style seating. A grand piano is available on the stage for musical events. There is a service kitchen off the Auditorium, and a full kitchen one floor below with both an elevator and dumbwaiter to facilitate food service. The *Cathedral House Reception Room* is 28' X 58' and provides an intimate space for smaller functions. A full kitchen is available.

### Requests for Building Use

Requests for the use of Cathedral facilities must be made by submitting an *Application for Building Use* (attached). All applications are subject to approval by the Dean of the Cathedral. Any changes to the scheduled event must also be approved. In the event of a cancellation, please promptly notify the Cathedral office.

Cathedral and diocesan functions always take precedence over other functions. Every effort is made to coordinate the use of the building to minimize scheduling conflicts. However, unforeseen events, such as funerals, occasionally do occur. Such unforeseen events may necessitate cancellation of a group's use of the building with little advance notice. We appreciate your understanding in the event of such a rare occurrence.

### Weddings and Funerals

Building use guidelines for weddings and funerals are detailed in the relevant planning manuals which are available from the Cathedral office.

### Fees for Use of the Building

#### *Congregations and affiliated groups within the Diocese of Connecticut*

At the discretion of the Dean, the Cathedral may be used for special liturgical celebrations. The Cathedral offers our worship and meeting space free of charge to congregations and groups within the Diocese of Connecticut. A donation is always welcome but not required. Such groups are, however, asked to reimburse the Cathedral for the services of our sexton/security person if the event is to be held outside of regular Monday to Friday business hours. Sexton/security coverage is essential for the safety of those who attend Cathedral events and for the protection of the facilities. Costs for sexton/security begin with a minimum of \$100 for a three-hour event, and increase by \$25 for each hour of required set up and clean up for the event. There is also a \$5 per linen tablecloth charge.

#### *Private functions or parties for individual Cathedral parishioners and Friends of the Cathedral*

The meeting space may be used for private functions according to the following:

- Cathedral House Auditorium: no charge on weekdays during the hours of 9 to 4 except for a refundable security deposit of \$50. There is a charge of \$100 on weekends or evenings after 4 for a 3-4 hour event.
- Cathedral House Reception Room: no charge on weekdays from 9 to 4 except for a refundable security deposit of \$50. There is a charge of \$75 on weekends or evenings after 4 for a 3-4 hour event.
- Linen: \$5 per tablecloth to cover the cost of laundering.
- There is no charge for the use of the sound system and microphones.
- Individuals are asked to reimburse the Cathedral for the services of a sexton. Sexton/security coverage is essential for the safety of those who attend Cathedral events and for the protection of the facilities.
- Costs for sexton/security begin with a minimum of \$100 for a three-hour event, and increase by \$25 for each hour of required set up and clean up for the event.

*The Hartt School, Capital Community College, Hartford Stage, Hartford Board of Education*

- Auditorium or Reception Room: No charge on weekdays during the hours of 9 to 4 except for a refundable security deposit of \$50. There is a charge of \$200 for an event of 1- 4 hours on weekends or weekday evenings after 4.
- For weekend and evening events, please send a non-refundable deposit of \$100 along with your *Application for Building Use* and the *Hold Harmless Agreement*. The deposit will be applied to the \$200 facility charge on the day of the event.
- Please inquire regarding the availability of, and separate charges for, the use of the piano, harpsichord, sound system or linens.

*Other Community Organizations or Individuals*

- Auditorium: \$300 for an event of 1-4 hours. \$50 per hour beyond 4 hours. Refundable security deposit of \$200 is required one week prior to use, and will be forfeited if the event is cancelled. \$5/tablecloth to cover the cost of laundering.
- Reception Room: \$200 for an event of 1-4 hours. \$50 per hour beyond 4 hours. Refundable security deposit of \$200 is required one week prior to use, and will be forfeited if the event is cancelled. \$5/tablecloth to cover the cost of laundering.
- Large kitchen: \$250/use for groups who use the large commercial kitchen on the lower level. There is no charge for the small kitchens off the Auditorium and Reception Room.
- Linen: \$5 per tablecloth.
- Sound system and microphones: \$150 for a single use
- Programmatic Use: Whether the organization is using the Auditorium or the Reception Room, the terms of use will be negotiated by the Administrator.
- Costs for sexton/security begin with a minimum of \$100 for a three-hour event, and increase by \$25 for each hour of required set up and clean up for the event.

**Insurance**

*The organization will be required to sign a Hold Harmless Agreement (attached) for personal liability. In some cases a Certificate of Insurance will be required, listing Christ Church Cathedral, the Bishops, and the Diocese of Connecticut as additional insured on your policy, which must be at a \$500,000 minimum Combined Single Limit. In such cases, the Cathedral will require a copy of the Certificate.*

**Set-Up of Tables and Chairs**

When practicable, and if possible during regular office hours, Cathedral staff will set up tables and chairs for community events and clean up afterwards. There is no extra fee for this service. Set-up and clean-up must be supervised by Cathedral staff, and set-up and clean-up time outside of regular office hours will be charged at the hourly rates specified above. A diagram specifying how the user-group wishes to have the chairs and tables set up should accompany the Building Use Application (attached).

**Limitations on Building Use**

- This Cathedral is the House of our Lord and its facilities should be treated accordingly. Activities that are not in keeping with the religious nature of the Cathedral are not permitted.
- Gambling and games of chance are expressly prohibited.
- The use of alcoholic beverages is permitted only in accordance with the attached copy of the Episcopal Diocese of Connecticut's *Model Policy on the Use of Alcoholic Beverages in Congregations* (attached). In addition, hard liquor may not be served, and alcohol may not be sold – alcoholic drinks must be provided at no additional cost to the ticket price for an event.
- Community organizations must use the designated entrance/exit from the facilities.
- Community organizations may use only the room(s) and rest room(s) that were reserved. Guests may not enter any other parts of the building. Use of space, other than that authorized in advance, or violation of these rules may be cause for denial of permission to further use of this facility.
- The maximum number of persons permitted in the Auditorium is 313, standing, and 146 with cabaret-style set up, and is fixed by the occupancy restrictions of the Hartford Fire Department. The balcony provides additional seating capacity of 73.
- The maximum number of persons permitted in the Reception Room is 90, and is fixed by the occupancy restrictions of the Hartford Fire Department
- Subletting of the facilities is expressly prohibited.
- This is a smoke-free facility; no smoking is permitted in the building.
- No rice, confetti, bird seed, glitter, flower petals, popcorn, or similar substance is to be thrown in the building or on the grounds.
- Taping or tacking notices/signs to the walls is prohibited. Easels are available for this purpose.
- Kitchens are to be used in accordance with the requirements of the Hartford Health Department. Guests are not permitted to use kitchen supplies or equipment, including pots, pans, coffee maker, stove and dishwasher without the immediate oversight of a person who is familiar with the operation of the kitchen equipment. Guests must bring their own supplies and equipment.
- Outside catering of food is permitted.
- Cathedral phones may not to be used.
- All functions must end by 11 p.m. All participants must vacate the building by midnight, and the premises must be clean and restored to their original condition by that time.

### **Parking Policy**

Parking in the alley between the Cathedral and the Cathedral House is reserved for staff and members of the Cathedral who are on Cathedral business, and is not to be used for community organizations. Parking regulations, especially those related to handicapped parking, are strictly enforced. The sponsoring group shall assign an individual to ensure compliance with this policy.

### **Liability**

- Responsibility for Cathedral House access, and in particular the use and control of keys, rests with Cathedral staff.
- One person shall represent a community organization to the Cathedral for each event. This person shall be responsible for the user's conduct and for leaving the facilities in good order. The contact person is to be identified on the Building Use application.
- Youth groups must have adult leaders in attendance throughout the entire use period. The leaders are responsible for arriving before any youth arrive, keeping youth in their assigned area of the building, and locking up the building when leaving.

January 25, 2011

**HOLD HARMLESS AGREEMENT**

Date: \_\_\_\_\_

We, \_\_\_\_\_,

agree to protect, indemnify, save and hold harmless Christ Church Cathedral, 45 Church St., Hartford, CT, the Bishops of the Episcopal Diocese of Connecticut, and the Episcopal Diocese of Connecticut against and from any and all loss, cost, damage, or expense, including attorney fees, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person whomsoever or any damage to any property whatsoever and will protect, indemnify and save and hold harmless the above cited entities to be protected from any and all claims arising out of our use of the aforesaid premises.

By: \_\_\_\_\_

Signature

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature

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## **A MODEL POLICY ON THE USE OF ALCOHOLIC BEVERAGES IN CONGREGATIONS**

Alcohol and substance abuse, epidemic in our society, affect not only the physical and emotional components of human health and behavior, but also the spiritual health of the total person. The Church has a clear mandate to minister to those who suffer from alcoholism, and a social responsibility to set appropriate guidelines for the use of beverage alcohol. Although the responsible use of alcohol is permitted, the Church has a duty to those, who for one reason or another, choose not to drink.

1. Persons who choose not to drink alcoholic beverages should not be made to feel embarrassment, discomfort, or inconvenience in exercising their preference.
2. If alcohol is served, non-alcoholic beverages and food are to be made readily available with the same attractiveness and accessibility.
3. Any beverage or food which contains alcohol must be clearly labeled as such.
4. Moderation is to be observed in the serving of alcoholic beverages.
5. Church meetings or functions should not be planned or advertised so that the focus of the event is centered on the use of alcohol (e.g. A "Wine and Cheese Party").
6. Recognizing the effect of alcohol as a mood-altering drug, it is advisable to consider the nature of the function at which it is proposed that alcoholic beverages be served.
7. All legal restrictions including those regarding the sale of alcoholic beverages or service to minors must be observed.
8. Care must be taken to ensure that responsible persons are in control of the serving of alcoholic beverages in order to assure moderate consumption. Such responsibility includes providing alternative transportation for anyone whose driving ability might be impaired.
9. Chemical usage, other than alcohol, is clearly controlled under Federal, State, and local laws, and, as such, should be forbidden at any Church functions.

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## APPLICATION FOR BUILDING USE

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Time of access needed (including set up and close down): From \_\_\_\_\_ to \_\_\_\_\_

Number of people expected \_\_\_\_\_

Space Requested: \_\_\_ Auditorium      \_\_\_ Reception Room      \_\_\_ Cathedral

Sponsoring Organization:

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: Office \_\_\_\_\_ Home/cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

### Set up requirements:

# Rectangular Tables: \_\_\_\_\_ Tablecloths: Yes \_\_\_\_\_ No \_\_\_\_\_ Chairs: Yes \_\_\_\_\_ No: \_\_\_\_\_

# Round Tables with white tablecloths (8-10 people each): \_\_\_\_\_ Chairs: Yes \_\_\_\_\_ No: \_\_\_\_\_

# Small Round Tables with tablecloths (6 people each): \_\_\_\_\_ Chairs: Yes \_\_\_\_\_ No: \_\_\_\_\_

Sound System/Microphones: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Other:

### Return completed application to:

Leslie Jones, Executive Assistant to the Dean, [leslie.jones@cccathedral.org](mailto:leslie.jones@cccathedral.org)

January 25, 2011