



Christ Church Cathedral Events and Use of Space Policy

Christ Church Cathedral * 45 Church Street * Hartford, CT 06103
860-527-7231 Ext. 102 * gregory@cccathedral.org

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Please review our Events and Use of Space Policy, Facility Regulations, and the Room Use Fees. If you wish to use our facilities, contact the Cathedral office to confirm availability and review your event needs. Email the Cathedral Event Coordinator at gregory@cccathedral.org with any questions.

GENERAL POLICIES

Active members of the Cathedral may have charges waived when authorized to use the space for cathedral-related activities or for non-profit functions that are relevant to our common ministry and supports our participation in God's mission. An active member is defined as a member of the Cathedral who attends Sunday worship regularly at our Cathedral and contributes regularly to God's mission through service and through financial support.

The Cathedral nave, auditorium, reception room, and commercial kitchen are available to individuals and groups. Cathedral and ECCT functions and activities have priority over other groups. Space usage is assigned on a first-come, first-served basis at times when no service or Cathedral event is scheduled. We reserve the right to decline any use of space request at our discretion.

Upon written approval by the Cathedral Dean for the use of space, all parties (members, non-members, and organizations) will receive a Use of Space Agreement and Waiver and Release of Liability Form. The space is reserved upon receipt of these completed forms and a 20% deposit, payable by check to Christ Church Cathedral, or with a credit card by arrangement with the Cathedral office.

These forms require the signature of the contact person representing the organization or group to utilize the space. We require written confirmation that these regulations have been reviewed as well as confirmation of commitment to adhere to the Events and Use of Space Policy. Christ Church Cathedral is not responsible for any personal possessions or valuable items belonging to groups or those attending events sponsored by them.

FACILITY REGULATIONS

ALCOHOL AND TOBACCO POLICY

Alcoholic beverages are not permitted on the premises unless agreed upon in writing before signing the Use of Space Agreement. Any alcohol use must be consistent with the Cathedral Alcohol Use Policy (see attached). We reserve the right to prohibit the serving of alcoholic beverages. There is no smoking allowed in or around the Cathedral buildings.

MUSICAL INSTRUMENTS

The use of church musical instruments is strictly prohibited unless it is approved in writing by the Director of Music. If you would like to move the pianos for a concert, please ask for our Musical Instruments Policy handout.

FURNISHINGS AND DECORATIONS

Prior authorization is required for the moving of furniture. If any furniture is moved, it must be reset to its original placement. The lectern, altar, and pulpit in the Cathedral may be moved only by arrangement for an additional fee.

Outside furniture is permitted only with prior authorization and a signed agreement of financial responsibility for any damage to floors or other parts of the Cathedral buildings.

Nothing may be attached to walls, chairs, ceilings, or floors that might damage the property. Painter's tape is allowed to secure posters and signs on windows and walls. All signs and decorations must be removed at the end of the event. Freestanding candles, devices that pose a risk of overloading electrical circuits, and anything else that could create a fire hazard are prohibited.

SANCTUARY STAGE LIGHTING & AMPLIFICATION SYSTEMS

Use of the stage lighting and/or amplification systems in the nave is allowed ONLY under the guidance of our staff or qualified representative of the Cathedral.

BUILDING SECURITY

A staff member will meet with leaders of the group to review the security procedures in the building. If you are using the space during the weekend or outside business hours (9:00 am - 3:00 pm), security personnel will be provided. Fees for security personnel are included in room rates. If the event goes over the agreed upon exit time, additional security fees will be charged at \$100/hour + the agreed hourly room rate.

MINORS

Minors under 18 years of age may be present only in the direct care of responsible adults. Minors must never be left unattended in our Cathedral or Parish House.

CONDUCT

The group and guests shall conduct themselves in a manner consistent with the character of a house of worship, and shall obey all laws, regulations and ordinances affecting the Cathedral property and the use of space.

PARKING

Street parking near the Cathedral is free after 6:00 pm. Upon request, the Cathedral can provide parking vouchers for the MAT garage at a rate of \$5/each.

TEMPERATURE

During the heating season, the temperature is set at 68° in the Cathedral and Parish House. During the cooling season, the temperature of air-conditioned areas is set at 70°. The Nave and Reception Room are air-conditioned, while the Auditorium has air-circulating fans.

INSURANCE

Each group must sign a Use of Space Agreement and a Waiver and Release of Liability. Each group must present the Cathedral with a Certificate of Insurance that provides a limit of liability of at least \$1,000,000. All recurrent and annually contracted groups must secure their own insurance and provide Christ Church Cathedral with a Certificate of Insurance that provides a limit of liability of at least \$1,000,000. The certificate holder is Christ Church Cathedral.

CANCELLATION

Christ Church Cathedral requires two weeks' notice to cancel an event. If the event is canceled with less than two weeks' notice, the deposit is nonrefundable. In the event of severe weather that triggers a City of Hartford parking ban and/or school closures, we will refund the entire fee.

ROOM USE FEES - 2023

- To secure a date, a 20% deposit of the total fee is required along with a signed Use of Space Agreement and Waiver and Release of Liability Form. Full payment for the use of space is due two weeks prior to the scheduled event.
- A security deposit of \$250 is required in addition to the full payment. In the event of damage to property or breach of the Events and Use of Space Policy, this fee will be prorated or not refunded.

	Cathedral	Auditorium	Reception Room	Commercial Kitchen
Maximum Occupancy	300 - Nave 120 - Balcony	313 (standing) 146 (seated)	40	15
HOURLY RATE				
For-profits and individuals	\$275	\$225	\$150	\$275
Non-profits*	Discounted rates available			
Cathedral Member**	Discounted rates available			

The following are available for an additional fee:

- Livestreaming (Cathedral)
- Theatrical lighting (Cathedral)
- Removal of lectern and pulpit from Cathedral chancel
- Additional security services
- Audio-visual equipment (TV or projector and screen)
- Linen rental
- Dishware rental
- Flower arrangements and centerpieces

* We offer discounted fees at our discretion to non-profit organizations and start-up businesses. Please contact the Event Coordinator for more details.

** For events not related to the mission of the Cathedral.