

Ministry Reservation Request

St. Martin's Episcopal Church
15764 Clayton Rd. Ellisville MO 63011
636.227.1484

Date Pattern		Contact Information																	
<input type="checkbox"/> One Time Only Date: _____ <input type="checkbox"/> Recurring Ministry Activity <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Day</td> <td style="width: 50%; border: none;">Week</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sun</td> <td style="border: none;"><input type="checkbox"/> 1st</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Mon</td> <td style="border: none;"><input type="checkbox"/> 2nd</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Tue</td> <td style="border: none;"><input type="checkbox"/> 3rd</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Wed</td> <td style="border: none;"><input type="checkbox"/> 4th</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Thu</td> <td style="border: none;"><input type="checkbox"/> 5th</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Fri</td> <td style="border: none;"><input type="checkbox"/> Every Other</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sat</td> <td style="border: none;"><input type="checkbox"/> Ongoing</td> </tr> </table>		Day	Week	<input type="checkbox"/> Sun	<input type="checkbox"/> 1st	<input type="checkbox"/> Mon	<input type="checkbox"/> 2nd	<input type="checkbox"/> Tue	<input type="checkbox"/> 3rd	<input type="checkbox"/> Wed	<input type="checkbox"/> 4th	<input type="checkbox"/> Thu	<input type="checkbox"/> 5th	<input type="checkbox"/> Fri	<input type="checkbox"/> Every Other	<input type="checkbox"/> Sat	<input type="checkbox"/> Ongoing	Group Contact Person Name / Phone / Email	Group Name: Activity:
		Day	Week																
<input type="checkbox"/> Sun	<input type="checkbox"/> 1st																		
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Start Time: Time: End:		<input type="checkbox"/> Public Event <input type="checkbox"/> Fundraiser Event <i>All fundraising activities must be approved by the Vestry during preliminary planning stage.</i> <input type="checkbox"/> Private Event	Describe Event:																
		Expected Attendance:																	
Space Requested		Equipment Requested																	
<input type="checkbox"/> Park Hall (includes kitchen) <input type="checkbox"/> Kitchen <input type="checkbox"/> Upper Laird <input type="checkbox"/> Library <input type="checkbox"/> Narthex <input type="checkbox"/> Sanctuary <input type="checkbox"/> Classroom		<input type="checkbox"/> Podium <input type="checkbox"/> Screen <input type="checkbox"/> TV/VCR <input type="checkbox"/> Microphone <input type="checkbox"/> Digital Projector <input type="checkbox"/> Wi-Fi System <i>(always on, but will check reception as part of set-up if this box is checked)</i>	<input type="checkbox"/> Tables (Round) # _____ <input type="checkbox"/> Tables (Rectangle) # _____ <input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Tablecloths (\$6/ea) # _____ <input type="checkbox"/> Toppers (\$6/ea) # _____ <input type="checkbox"/> Napkins (\$.50/ea) # _____ <input type="checkbox"/> Place Settings (\$2.50/ea) # _____																
		Total Equipment Cost:																	
Sexton Charge \$20/hour <input type="checkbox"/> Sexton \$20/hr X _____ hrs <i>Sexton fee may apply for ministry groups when the event will impact the building for Sunday morning or other events scheduled for the next day or when sexton services are requested outside of regularly scheduled hours.</i>		<input type="checkbox"/> Meals to be served <input type="checkbox"/> Food to be catered Name of Caterer: _____ <input type="checkbox"/> Food cooked on site <input type="checkbox"/> Cert of Insurance filed. <input type="checkbox"/> Alcohol to be served.	<input type="checkbox"/> Are you wishing to sell anything during this event? If yes, to whom will proceeds go? <input type="checkbox"/> Will minors be participating?																

Park Hall

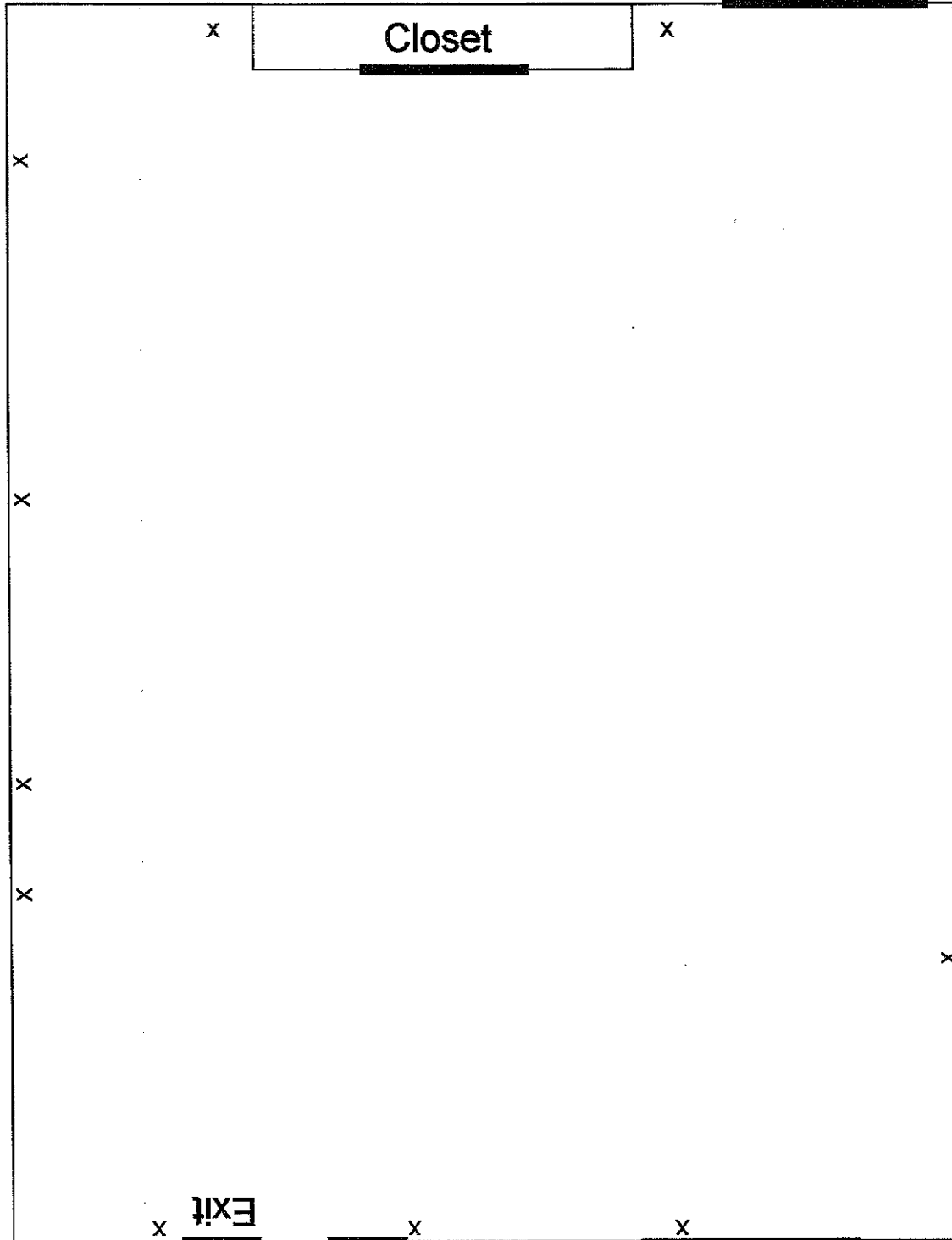
Round or Rectangular tables are available.

Maximum occupancy is 200

Coffee Pots, etc are available and should be noted in diagram

Doorway

X- Electrical Outlet



Exit

Soda
Machine

Contact Name: _____

Contact Phone: _____

Hallway

Event Name _____

Event Date _____

Narthex

Z M I O - X

CHILD AND YOUTH SAFETY POLICY

**St. Martin's Episcopal Church
1764 Clayton Rd. Ellisville MO 63011
636.227.1484**

St. Martin's Episcopal Church is a spiritual community that takes seriously its' responsibility to provide a safe and nurturing environment for children and youth who participate in our ministries and activities in our facility. This policy statement covers the obligations of church employees, volunteers and persons or groups using our facility

- For every 10 minors a minimum of one adult 21 years of age or older must be present at all times during the event or activity.
- Youth volunteers under age 21 may be used for activities and events. Youth volunteers will be utilized as "helpers", and not in a supervisory role.
- Staff, volunteers or anyone using the facility will avoid being alone with a child or youth unless in a public place and other persons are in and out of the area where the person is working with the child or youth.
- Children may not be left unsupervised in the building at any time.
- A permission form must be completed by parent or guardian for activities sponsored by St. Martin's Episcopal Church. (See Attached).

Nursery Availability

The church nursery is available to members and guests for church services and activities.

The nursery may be made available upon request for meetings and special activities and events. A fee may be associated with the use of the Nursery and may be negotiated with sponsor of the event.

ALCOHOL USE POLICY

St. Martin's Episcopal Church

1764 Clayton Rd. Ellisville MO 63011

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- I. The purpose for establishing an Alcohol Policy for St. Martin's Episcopal Church of Ellisville is to provide consistent and uniform expectations for the serving of alcohol at the church. It is the intent that this policy will be distributed to all groups hosting events at St. Martin's Church that include alcohol. Further, the current insurance coverage requires an "event rider" under certain circumstances. Based on the foregoing purposes, the following is the alcohol policy as approved by the vestry on October 27 2008:
 - A. Any and all necessary and reasonable precautions shall be taken to supervise the serving of alcohol to ensure that no individual is over served and that no individual under the legal drinking age is served.
 - B. No alcohol may be served at any youth-sponsored event.
 - C. Alcohol may be served in the dining room, provided it is removed from the original container and served in carafes, glasses or cups. The servings will be under the supervision of the group hosting the event and appropriate arrangements will be made in consultation with the Parish Administrator to properly supervise the serving of alcohol.
 - D. No alcohol will be served without an attractive alternative beverage and no alcohol will be served without a meal. Further, no alcohol will be sold separately; however, the cost of any alcohol will be included in the price of the event, including the meal.
 - E. No group hosting an event will include alcohol without first consulting with and receiving the consent of the Rector or the Parish Administrator.
 - F. Only beer and wine may be served on the church premises.
 - G. Any group hosting an event on the church premises and serving alcohol that is an "outside group" or is a group "advertising to the public" is required to obtain an "event rider" or certificate of insurance naming the church as loss payee and showing limits of "liquor liability" equal to the church's general liability.
 - H. For purposes of the alcohol policy an "outside group" shall be defined as any group holding a non-church sponsored event even if the leaders of the event are members of St. Martin's. "Advertising to the public" shall be defined as publicity through radio, newspaper, television or signage to induce the public to attend the scheduled event; however, this will not include notices published in the church newsletter or on the church website.