



TRINITY EPISCOPAL CATHEDRAL

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USE OF TRINITY FACILITIES

Adopted by the Vestry: July 20, 2021

Trinity Episcopal Cathedral (“Trinity”) is pleased to offer its facilities to non-profit organizations. Trinity will support activities in the following order of priority:

- First Priority: Trinity's programs and missions (including Cathedral-sponsored concerts)
- Second Priority: Episcopal Diocese of Nevada and other affiliated meetings;
- Third Priority: 12-step and related programs;
- Fourth Priority: Other non-profit community organizations providing a service to others; and
- Fifth Priority: Non-Cathedral related concerts.

All groups or organizations wishing to use the facilities at Trinity must complete and submit the Application for Use of Trinity Facilities Form in advance and agree to abide by the Rules Governing Use of Trinity’s Facilities. Submission does not automatically guarantee approval, and no announcements or publicity of any kind listing the Cathedral as the venue should occur before approval is received in writing. Groups or organizations using Trinity’s facilities on a regularly scheduled basis need to complete a request annually.

Trinity reserves the right to decline an application for any reason. Trinity reserves the right to preempt any facility use, even if previously approved, in emergency circumstances. Notice will be provided as early as possible and staff will work to minimize disruption.

Rules Governing Use of Trinity Facilities

Use of Trinity facilities must be in a manner that respects the historical integrity and religious sanctity of the structure and its contents. The Vestry or its designee has

final responsibility for interpreting these rules and determining how they may apply to given situations regardless of their specific mention in these rules. Any group or organization violating these rules will be placed on probation and subject to potential immediate and future forfeiture of the use of Trinity property or facilities.

1. Cathedral Property. Cathedral property will not be loaned or removed from Cathedral premises without prior written permission from the Cathedral office. Cathedral property (such as chairs and tables) may be used on-site in accordance with the rules articulated in this policy. The sponsoring organization is responsible for setting up tables and chairs and returning them to their storage areas.
2. Facility Care. No group shall make any changes, improvements, or modifications to the facilities, furnishings, or equipment without the prior written permission of the Vestry. Facilities must be left clean and orderly with Cathedral furniture and property returned to its designated place. All groups are expected to exercise reasonable care and judgment to prevent defacement, damage, or breakage of facilities, furnishings, or equipment. The authorized person submitting the Application for Use of Trinity Facilities shall be responsible for reimbursing Trinity for cleaning or repair deemed by the Vestry to have been subjected to more than normal wear and tear.
3. Security and Cleaning Deposit. A refundable security and cleaning deposit as noted in the Use of Trinity Facilities Fee Schedule is required for most events. The deposit will be promptly refunded within five days after the event upon Cathedral certification that (1) Cathedral property is returned to appropriate storage areas, (2) the facilities are left clean and orderly, (3) there are no damages to Cathedral property, and (4) keys and key fobs are returned to the Cathedral office.
4. Public Health Emergencies. Strict compliance is required to all orders, requirements, and guidelines issued by federal, state, or local government authorities, the Episcopal Diocese of Nevada, or Trinity in response to any public health emergency (including, without limitation, epidemic, pandemic, famine, disease, plague, quarantine, or any other significant health risk).
5. Securing Facilities. All groups must vacate the facilities by 9:30 p.m. and the parking lot no later than 9:45 p.m. At the end of each event, the sponsoring organization will ensure that participants have left the building, all lights are turned off, and all windows and doors are closed and secured.
6. Keys/Key Fobs. If a key or key fob is provided, a representative of the sponsoring organization will be responsible for locking the room(s) and building(s) and

returning the key/key fob as applicable. Groups who have been given a key/key fob may only use that key/key fob for access to the facility on their given day, during the given time, to their given area. No other access is authorized.

7. Use of Kitchen. The kitchen must be left clean and orderly after use. Garbage, recyclables and trash must be bagged and appropriately disposed of in the dumpsters behind the Cathedral. Cathedral supplies are not to be used except for Trinity-sponsored activities.
8. Food and Drink. Food and drink should be limited to designated areas, such as the Parish Hall. No food or drink (except for bottled water) is allowed in the sanctuary space. Sponsoring organizations are responsible cleaning these areas after each use. If a private catering service is used for an event, the caterer must furnish all equipment (including dishes, drinkware, utensils, and linens) and remove these items immediately after the event. No storage of catering equipment is available.
9. Decorations. No decorations will be attached to the walls or doors. Bird seed, rice, rose petals, soap bubbles, etc. are not allowed inside or outside the Cathedral building.
10. Storage. Storage is generally not available for organizations other than Trinity Cathedral groups.
11. Piano and Organ. Permission to use the any Cathedral-owned instruments, such as pianos or organs, must be granted in advance by the Director of Music or designee. Pianos and organs shall not be moved except by advance permission from the Director of Music, who may require that professional movers be used. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after returning it to its original location.
12. Audio Systems. Trinity's audio system (e.g., sound amplification and microphones) is available for use upon advance request. The sponsoring organization is responsible for identifying a point of contact for training and orientation and assumes all responsibility for operation, support, and liability for any damage. No changes shall be made to default or pre-programmed settings. Trinity cannot offer recording or video recording/streaming services at the current time.
13. Smoking and Alcohol. Smoking of any kind (including vaping) is prohibited on Cathedral property. Provision of alcohol will be consistent with Diocesan policy.

14. Supervision of Children and Youth. Trinity seeks to provide a safe environment for children and youth. As such, all users of the facilities are expected to comply with the following:
 - A. No fewer than two unrelated adults must be present at all times during any event involving children or youth under the age of 18.
 - B. Adult supervision is required at all times both inside and outside of the facilities, including the grassy area and parking lot.
 - C. Children and/or siblings of a group using the facilities must stay with the group or under the care of additional adult supervisors.
15. Security. While Trinity works to maintain safe and secure facilities, users should pay close attention to their personal property and valuables. Trinity is not responsible for theft of or damage to personal property. Sponsoring organizations have the option of providing security personnel at their own expense.
16. Event Time or Date Changes. Trinity's office must be notified at least 5 days in advance of changes to event times or dates to avoid conflicts with other activities. Trinity may not be able to accommodate requested changes.

Use of Trinity Facilities Fee Schedule

WEDDINGS		
	Members¹	Non-Members
Base price for weddings held in the sanctuary, which includes the following: <ul style="list-style-type: none"> • Use of sanctuary up to 3 hours (seating capacity 400) • Use of Bride’s Room (day of event) • Cathedral wedding coordinator and altar guild setup • Rehearsal time (up to two hours within two days of event) 	\$1,250	\$2,250
Premarital counseling and clergy honorarium (payable to Rector’s Discretionary Fund)	\$300	\$300
Organist (payable to the Cathedral organist)	\$250	\$250
Refundable Security/Cleaning Deposit	\$300	\$300
Options for weddings held in sanctuary:		
<ul style="list-style-type: none"> • Soloists or other music in lieu of Cathedral organist • Candelabra • Use of parish hall facilities 	\$250 \$50 <i>See Separate Fee Schedule</i>	\$250 \$100 <i>See Separate Fee Schedule</i>
	Members¹	Non-Members
Base price for weddings held in the Bishop Lewis Chapel, which includes the following: <ul style="list-style-type: none"> • Use of Chapel up to 2 hours (seating capacity 30) • Use of Bride’s Room (day of event) • Altar guild setup 	\$400	\$600
Premarital counseling and clergy honorarium (payable to Rector’s Discretionary Fund)	\$300	\$300
Refundable Security/Cleaning Deposit	\$300	\$300
Options for weddings held in the Bishop Lewis Chapel:		
<ul style="list-style-type: none"> • Organist (payable to the Cathedral organist) • Use of parish hall facilities 	\$250 <i>See Separate Fee Schedule</i>	\$250 <i>See Separate Fee Schedule</i>

¹ A member is defined as one who attends Trinity Episcopal Cathedral regularly for a six-month period, receives communion, and is a financial contributor of record.

FUNERALS		
	Members²	Non-Members
Funerals held in the sanctuary base price, which includes the following: <ul style="list-style-type: none"> • Use of sanctuary up to 3 hours (seating capacity 400) • Altar guild setup • Service bulletin 	\$1,250	\$2,250
Clergy honorarium (payable to Rector's Discretionary Fund)	\$300	\$300
Organist (payable to the Cathedral organist)	\$250	\$250
Refundable Security/Cleaning Deposit	\$300	\$300
Options for funerals held in the sanctuary: <ul style="list-style-type: none"> • Use of parish hall facilities • Burial in Columbarium 	<i>See Separate Fee Schedule See Funeral Guidance</i>	

PARISH HALL		
	Members²	Non-Members
Base price for Parish Hall for receptions, meetings, or classes (seated capacity 100; standing capacity 200), which includes the following: <ul style="list-style-type: none"> • Use of tables and chairs (sponsoring organizations must set up and take down) 	\$100	\$200
Refundable Security/Cleaning Deposit	\$300	\$300
Options for Parish Hall Receptions: <ul style="list-style-type: none"> • Use of kitchen facilities for arranging prepared or catered food • Use of kitchen facilities to prepare food • Use of dishes and flatware (must be washed) • Use of audio system (sound amplification and microphones) 	\$50 \$75 \$15 \$20	\$100 \$150 \$25 \$25

² A member is defined as one who attends Trinity Episcopal Cathedral regularly for a six-month period, receives communion, and is a financial contributor of record.

CONCERTS	
	Per Event
Base Price for Concerts in sanctuary, which includes the following: <ul style="list-style-type: none"> • Use of sanctuary up to 4 hours (seating capacity up to 400) • Rehearsal time (up to two hours within seven days of event) • Use of organ • Use of piano • Use of choir/rehearsal room during rehearsal time and day of event 	\$500
Refundable Security/Cleaning Deposit	\$300
Options for Concerts in the sanctuary: <ul style="list-style-type: none"> • Additional rehearsal time (up to two hours each) • Use of Audio System (sound amplification and microphones) consistent with policy • Movement of piano or organ consistent with policy • Use of parish hall facilities 	\$50 \$100 TBD <i>See Separate Fee Schedule</i>
	Per Event
Base price for musical performances in the Bishop Lewis Chapel, which includes the following: <ul style="list-style-type: none"> • Use of Chapel up to 2 hours (seating capacity 30) • Rehearsal time (up to two hours within six days of event) • Use of organ in Bishop Lewis Chapel • Use of choir/rehearsal room during rehearsal time and day of event 	\$200
Refundable Security/Cleaning Deposit	\$250

OTHER FACILITIES		
	Single Use	Monthly (one meeting/week)
Use of organ not associated with a concert, wedding, or funeral (e.g., teaching)	\$10	\$30
Use of piano not associated with a concert, wedding, or funeral (e.g., teaching)	\$5	\$15
Use of choir/rehearsal room not associated with a concert	\$10	\$30
Use of children's classrooms A, B, or C on lower level (seating capacity 10 to 15)	\$10	\$30
Use of library meeting room on lower level (seating capacity 12)	\$10	\$30
Use of lower level gathering space and kitchen on lower level	\$20	\$50
Use of Conference Room A in Administration Building (seating capacity 15)	\$10	\$30

APPLICATION FOR USE OF TRINITY FACILITIES FORM

Date of Application: _____

Sponsoring Organization: _____

Name of Authorized Representative: _____

Address: _____

Telephone: _____ Email: _____

Event Details

Name and Type of Event: _____

Date and Time of Event: _____

Expected Number of Attendees: _____ Admission Fee: \$ _____

Pre-Event Reception (Y/N): _____ Time: _____

Proposed Event Set-Up and Clean-Up Hours: _____

Proposed Rehearsal Date and Time: _____

(must be in same week of event unless approved in advance)

Facilities Requested:

- | | |
|---|--|
| <input type="checkbox"/> Cathedral Sanctuary | <input type="checkbox"/> Parish Hall Kitchen |
| <input type="checkbox"/> Bishop Lewis Chapel | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Choir Rehearsal Room | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Parish Hall | |

Special Requirements:

- | | |
|---|---|
| <input type="checkbox"/> Audio System | <input type="checkbox"/> Movement of Piano or Organ |
| <input type="checkbox"/> Access Keys/Key Fobs | <input type="checkbox"/> Other: _____ |

Insurance

All Non-Trinity organizations must provide evidence of liability insurance coverage of at least \$1,000,000.00 from an insurance company authorized to do business in the State of Nevada and satisfactory to Trinity and its insurance company. Such insurance shall be primary coverage for all claims and losses arising from the use, occupancy and operation of the facilities and shall name, and the certificates shall show by separate endorsement that policy's name, Trinity Episcopal Cathedral, its members, agents, and employees as additional insured. Local chapters of recognized county, state, or national organizations may rely on the organization's master policy if that will provide coverage as described above.

Certificate of Insurance Attached (Y/N) _____

Name of Insurance Company: _____

Policy Expiration Date: _____

Facilities Use Fee

Sponsoring organizations may be subject to a Facilities Use Fee in accordance with the schedule approved by the Vestry. Groups using Trinity's facilities on a regularly scheduled basis must pay these fees during the first week of the month and at least one month in advance.

Facilities Use Fee Attached (Y/N): _____ Amount: \$ _____

Authorization

The undersigned represents that he/she is an official representative the sponsoring organization and is authorized to make this application on behalf of the sponsoring organization and its individual members. In consideration of being permitted to use the facilities of Trinity Episcopal Cathedral, ("Trinity"), the undersigned individual and the sponsoring organization and the individual participants, agree to the following conditions:

1. To abide by the Rules Governing the Use of Trinity Facilities;

2. To be liable for any loss of or damage to any property of Trinity resulting from the use of Trinity's facilities by the sponsoring organization or any of its members/attendees; and

3. To indemnify and hold harmless Trinity, its Clergy, Wardens, Vestry, and the Bishop of the Episcopal Diocese of Nevada and their representatives, successors, and assigns, from any and all liability for any and all loss or damage, and any claim of damages resulting therefrom, on the account of injury to any person or property, including members of the sponsoring organization, which occurs during, is caused by, or arises out of, the sponsoring organization's use of Trinity's facilities.

The sponsoring organization further agrees that it may not assign, sublet, or transfer any of the rights to use Trinity's facilities or its obligations or liabilities hereunder to any

<i>Certification of Applicant</i>	
<i>On behalf of</i> _____	
<i>(Name of Sponsoring Organization)</i>	
<i>I have read and agree to the terms of this document.</i>	
_____	_____
<i>(Signature of Sponsoring Organization Representative)</i>	<i>(Date)</i>
<i>Decision of Trinity</i>	
<i>This application is</i>	
<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Returned for Clarification</i> <input type="checkbox"/> <i>Denied</i>	
<i>Subject to the Following Conditions:</i> _____	
_____	_____
<i>(Signature of Trinity Episcopal Cathedral Representative)</i>	<i>(Date)</i>

third person or entity or allow any other person or entity to use Trinity's facilities without the prior written approval of the Vestry or its designee.