



TRINITY EPISCOPAL CATHEDRAL

200 Island Avenue

P.O. Box 2246

Reno, NV 89505

Telephone: (775) 329-4279

Email: info@trinityreno.org

USE OF TRINITY FACILITIES

(Effective 10/01/2026)

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 liturgies 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 services to others
- 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 new request annually.

Trinity reserves the right to decline any 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 conducted in a manner that respects the religious sanctity and historical integrity of the property and its contents. The Vestry, and/or the Dean, have 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 shall forfeit future use of Trinity property or facilities.

1. Cathedral Property. Cathedral property will not be loaned or removed from Cathedral premises. 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, returning them to their storage areas, and leaving the facility area used in the configuration in which it was found.

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. Nothing may be affixed to the walls by any means (tape, tacks, nails, screws, etc.). Facilities must be left broom 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 nonrefundable cleaning deposit as noted in the Use of Trinity Facilities Fee Schedule is required for all events.

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 and assist Trinity volunteers/staff that to assure all lights are turned off, and all windows and doors are closed and secured.

6. Keys/Key Fobs. Keys and Fobs are provided only for organizations that are bonded or insured, if a group lead maintains safe church certification, or if a safe-church certified member or staff member of Trinity or the Diocese of Nevada is a member of the renting entity. 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) used 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 or assumed.

7. Use of Kitchen. The kitchen may be used only with permission. The kitchen must be left clean, orderly, and sterile after use. Garbage, recyclables and trash must be bagged and appropriately disposed of in the dumpsters in the Cathedral lot. Cathedral supplies must not be used except for Trinity-sponsored activities.

8. Food and Drink. Food and drink should be limited to designated areas of the Parish Hall. No food or drink (except for bottled water) is allowed in the sanctuary space. Sponsoring organizations are responsible for tidying 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 or food is available. Alcoholic beverages must be served in accordance with state law and attended at all times. No alcohol may be stored on premises before or after event.

9. Decorations. No decorations will be attached to the walls or doors by any means (tape, tacks, nails, screws, etc.). Bird seed, rice, rose petals, soap bubbles, etc. are not allowed inside or outside the Cathedral building.

10. Storage. Storage is not available for organizations other than Trinity and Diocesan ministries.

11. Piano and Organ. Permission to use any Cathedral-owned instruments, such as pianos or organs, must be granted in advance by the Director of Music, or the Dean if the Director of Music position is vacant. Pianos and organ equipment 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 must be paid for directly by the requesting group, the requesting group must pay for the moving and for tuning the piano after returning it to its original location. Piano tuning is \$400 after each event, should the Director of Music determine it is needed.

12. Audio Systems. Trinity's audio system (e.g., sound amplification and microphones) is available for use upon advance request, *for public address only*. It is not intended to amplify music or musical instruments. Instrumental and performance vocals must be amplified by the users with their own system, not through Trinity's public address system. 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 of and to the PA system. No changes shall be made to default or pre-programmed settings. Trinity does not offer recording or video recording/streaming services to external users.

13. Smoking and Alcohol. Smoking of any kind (including vaping) is prohibited on Cathedral property. Provision of alcohol will be consistent with Diocesan policy and state law.

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 their own security personnel and 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 and has final decision on any changes requested.

Use of Trinity Facilities Fee Schedule

Weddings

Item	Members	Non-Members
Base price (sanctuary up to 3 hrs, seating 400; Bride's Room; wedding coordinator & altar guild setup; rehearsal up to 2 hrs within 2 days)	\$1,250*	\$3,000
Premarital counseling & clergy honorarium	\$300*	\$600
Organist (payable to the Cathedral organist)	\$400	\$500
Nonrefundable Security/Cleaning Deposit	\$300	\$300
Soloists or other musicians in addition to Organist	\$250	\$250
Use of parish hall facilities	See Separate Fee Schedule	See Separate Fee Schedule

**Recommended donation for members but not required. Clergy honorarium for members should be made out to Trinity Rectors Discretionary. A member in this case is defined as one who attends Trinity Episcopal Cathedral regularly for at least two years, receives communion, and is a financial contributor of record.*

Funerals

Item	Members	Non-Members
Base price (sanctuary up to 3 hrs, seating 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
Nonrefundable Security/Cleaning Deposit	\$300	\$300
Use of parish hall facilities	See Separate Fee Schedule	See Separate Fee Schedule
Burial in Columbarium	See Funeral Guidance	See Funeral Guidance

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Parish Hall

Item	Members	Non-Members
Base price for receptions, meetings, or classes (seated 100; standing 200); includes use of tables and chairs (group sets up/takes down)	\$250	\$400
Refundable Security/Cleaning Deposit	\$300	\$300
Use of kitchen facilities for arranging prepared or catered food	\$50	\$100
Use of kitchen facilities to prepare food*	\$75	\$150
Use of dishes and flatware (must be washed)	\$15	\$25
Use of audio system (sound amplification and microphones)	\$20	\$25

**Parish hall kitchen is not commercially licensed. Food may be warmed in the kitchen or sandwiches (etc.) for event, but no hot food may be fully prepared for public sale.*

Concerts

Item	Per Event
Base price (sanctuary up to 4 hrs, seating up to 400; rehearsal up to 2 hrs within 7 days; use of organ, piano, and choir/rehearsal room)	\$1500
Nonrefundable Cleaning Deposit	\$300
Additional rehearsal time (up to 2 hrs, per session)	\$250
Use of Audio System, consistent with policy	\$100
Movement of piano or organ, consistent with policy	\$100
Piano tuning, if required by Director of Music	\$400

Musical Performances — Bishop Lewis Chapel

Item	Per Event
Base price (Chapel up to 2 hrs, seating 30; rehearsal up to 2 hrs within 6 days; use of organ and choir/rehearsal room)	\$200
Refundable Security/Cleaning Deposit	\$250

Other Facilities

Item	Single Use	Monthly (1 mtg/wk)
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 10–15)	\$10	\$30
Use of library meeting room on lower level (seating 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 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) and 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

☐ Cathedral Sanctuary

☐ Bishop Lewis Chapel

☐ Choir Rehearsal Room

☐ Parish Hall

☐ Parish Hall Kitchen

☐ Conference Room

☐ Other: _____

Special Requirements

☐ Audio System

☐ Access Keys/Key Fobs

☐ Movement of Piano or Organ

☐ 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.

10/01/2026 tjw+

Certificate of Insurance Attached (Y/N):

Name of Insurance Company:

Policy Expiration Date:

Facilities Use Fee

Sponsoring organizations are 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) and Amount:

Authorization

The undersigned represents that he/she is an official representative of 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:

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

Certification of Applicant

On behalf of (Name of Sponsoring Organization):

I have read and agree to the terms of this document.

Signature of Sponsoring Organization Representative

Date

Decision of Trinity

This application is:

- ☐ Approved
- ☐ Returned for Clarification
- ☐ Denied

Subject to the Following Conditions:

Signature of Trinity Episcopal Cathedral Representative

Date