

**St. Mark's Church in the Bowery**  
**131 East 10<sup>th</sup> Street @ 2<sup>nd</sup> Avenue**  
**New York, NY 10003**  
**212-674-6377 Fax 212-674-4179**  
[office@stmarksbowery.org](mailto:office@stmarksbowery.org)

## **SPACE USE POLICIES**

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### **Sanctuary**

Maximum capacity: 300      Central Wood Floor Square Footage: 1,692 Sq. Ft. (36' X 47'), room also includes carpeted floor area extending beyond central wood floor by 4 feet into 3 rows of sitable carpeted risers on the east and west sides of the room.  
Flexible seating. No fixed pews.

*No food or drink is allowed in this space.*

**Rental Fee:**                      **\$300 per hour. Three (3) hour minimum.**

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### **Parish Hall**

Maximum capacity: 125      Square Footage: 1,710 Sq. Ft. (38' X 45')  
Rental Fee:                      **\$200 per hour. Two (2) hour minimum, which includes the use of the kitchen; no discount is given if kitchen is not used.**

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### **West Yard & Garden**

*Our yards are active burial grounds. All proposed events are subject to approval by our Rector.*

Maximum capacity: 125

**Rental Fee:**                      **\$300 per hour. Two (2) hour minimum.**

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### **East Yard**

*Our yards are active burial grounds. All proposed events are subject to approval by our Rector.*

Maximum capacity: 200

**Rental fee:**                      **\$250 per hour. Two (2) hour minimum.**

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**Monitor Fee:**      AN ADDITIONAL **\$25 per hour** – Based on the full time period of space use, beginning with set-up and ending with the actual time that the space is cleared of all attendees and all items brought in for the event, and restored to its original condition.

**The use of an Event Monitor is mandatory for rental of all spaces.**

If you are a member of the church interested in hosting a special event at the church, please contact the office directly.

If you are interested in hosting a recurring meeting or class at St. Mark's, please contact the office

## CANCELLATIONS

Events may be moved or cancelled at the discretion of the Rector or the Parish Administrator acting on behalf of the Rector in the event of a parish emergency. This is highly unlikely.

Any questions/complaints regarding a cancellation should be directed to the Rector or the Parish Administrator.

## CONTRACT

Space use is confirmed when the rental contract is signed and the security deposit is received. The following items will be included in the contract:

1. Space use is per hour including time of set-up and strike.
2. There is no air conditioning at St. Mark's Church.
3. The use of flowers and other decorations must be approved. No glitter may be used in the Sanctuary. Once approved, renter must provide to the office the schedule of deliveries for the event.
4. The use of St. Mark's basic sound equipment can be included in the space rental, if available. The sound equipment specifications sheet must be understood and a technician assigned prior to the event.
5. Any group requiring the use of lighting equipment in the sanctuary will be referred to the Danspace Project for rental and technical support. Danspace Project lighting equipment may not be used without the written permission and/or the technical assistance of the Danspace Project. Phone: 212-674-8112. There is no lighting grid, required electricity or theatrical lighting equipment available for use in the Parish Hall.
6. If a request is made for an outdoor space, the East Yard or the West Yard & Garden, the Parish Hall must also be reserved in case of rain or inclement weather.
7. The event "contact", as identified on the contract, will held responsible for any damage to property.
8. Films, Magazines, Photo Shoots etc. must provide proof of insurance and guarantee in writing that "St. Mark's Church in-the-Bowery" will receive a written credit.
9. No group may alter, in a permanent manner, the facade of the space in any manner. All backdrops, sets etc. must be completely removed once the event is over.
10. Groups meeting in the space of St. Mark's do not necessarily represent, reflect or have the endorsement of St. Mark's Church in-the-Bowery.
11. St. Mark's church is a busy multi-use building. There are regular performances at 8:00 p.m. and 8:30 p.m. These issues and other building sharing concerns may limit the type and scope of events.
12. Outdoor events with music or amplified sound are limited in noise level and hours in deference to St. Mark's neighbors. There is a **9:00 p.m. noise curfew** for outdoor music and amplified sound.
13. There is no guarantee of space use until the contract is signed and a security deposit is received.
14. If an event (its organizers or participants) violates the policies established in this document, the Event Monitor has the authority to end the event with no advance notice.
15. GROUPS MUST BE OUT OF THE SPACE ON TIME, EXACTLY AT OR BEFORE THE ENDING TIME STATED IN THE CONTRACT.

## TERMS & CONDITIONS

THESE SPACES ARE RENTED UNDER THE FOLLOWING CONDITIONS:

1. A security deposit of one half the rental fee is required upon booking. The security deposit will be returned the first working day after the event provided that the space has not been damaged or altered and has been returned to its original state prior to the event. St. Mark's Church will keep the security deposit if any terms or conditions are violated. This security deposit is a separate fee and is not included in the rental fee.
2. One half of the total fee (not including the security deposit) is required three weeks prior to the event. The remaining fee is due one week before the event.
3. The Event Monitor who opens the church and is available for questions and support during the event must be paid \$25 per hour for the length of the event plus set up and strike time. This amount will be paid along with the rental fee.
4. St. Mark's Church in-the-Bowery will not be responsible for loss, theft, or damage to any property brought into the church or yards. This restriction includes any equipment brought in by anyone hired by the renter including but not limited to musicians, performers, artists of any kind, and caterers. Amplification of music or voice may be limited during theatrical performances to be determined at time of contract approval.
5. Out of respect for our neighbors and the work required by the sexton there is a **1 a.m. building curfew**. The event should end early enough that all parties, including the sexton, and all attendees have cleaned and left the premises, and the building and grounds are locked by 1 a.m.
6. St. Mark's Church in-the-Bowery will not be responsible for any personal injury caused by intentional tort or negligent action by anyone hired by the renter or any attendees of the event or by any personal property or equipment brought in by anyone hired by the renter or any attendee of the event.
7. No smoking will be allowed in Church buildings at any time. No eating or drinking will be permitted in the Sanctuary area. No illegal drugs are to be brought in or used anywhere in the Church buildings or yards. St. Mark's in-the-Bowery retains the right to notify law enforcement authorities if any illegal drugs are found.
8. Church buildings will be used in a respectful manner and will not be used for any purpose not specifically designated in this contract.
9. Prior to the event, the renter must arrange for the spaces used to be cleaned and returned to their original condition.
10. The church reserves the right to cancel the event 72 hours prior to the renter event in case of emergency (i.e. funeral, memorial service, or other Church priority)

## RESERVING SPACE

If you are interested in having your event at St. Mark's Church, an initial email inquiry may be made to Mr. Jay Johnson, Parish Administrator at [stmarkschurch@verizon.net](mailto:stmarkschurch@verizon.net). The Parish Office is open Monday to Friday, 10:00 am to 4:00 pm, or you can call us at 212-674-6377.