

## **GUIDELINES OF THE USE OF GRACE CHURCH**

We are very pleased to make the facilities at Grace Church available for use by those from outside the parish who wish to have weddings or memorial services there, subject to the following guidelines.

***Before permission may be granted and the date reserved on the calendar,***

1. an interview shall be held on site between the rector and either the person making the request or the person who will officiate at the service, during which
  - the service proposed for use must be approved. (Grace Church is a place of Christian worship, and only authorized Christian rites of marriage and burial may be used.)
  - the rector shall be satisfied that the other party will honor the sacred nature of the place.

***Before the date is finalized, and at least 60 days in advance of the service,***

2. a fee of \$300 shall be paid by check to "Grace Episcopal Church" for the use of the church building (including dressing/waiting area and sacristy). (This fee may be reduced or waived by the rector at his discretion.)
3. an additional fee of \$100 shall be paid by check in the event that the downstairs room (with kitchen facilities) is needed for a reception following the service. (This fee also may be reduced or waived.)
4. the time frame for use of the facility shall be agreed upon by both parties and put in writing.
  - In the case of a wedding, this shall include the beginning and ending time of the rehearsal, the ceremony itself (including photographs before or after), and the reception following (which shall not end later than 9:00 p.m. if it takes place on a Saturday evening)
  - In the case of a memorial service, this shall include the beginning and ending time of the service and of the reception following.

***Furthermore, it is understood that***

5. Nothing shall be removed or displaced in the church without the express permission of the rector.
6. It is the responsibility of the party contracting for use of the facility to engage the services of an organist. (The church organist, if available, will play for an additional fee of \$150, plus \$100 for the rehearsal. In the event he/she is unavailable, another organist may be obtained. Fees are payable directly to the church organist at the time.)
7. The church will be left in the condition in which it was found.
8. A fee of \$75 will be paid by check (payable to "Grace Episcopal Church") to cover the services of the sexton who will clean up after the reception, if one is held.

***I have read these guidelines and agree to follow them.***

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Complete and return to  
***Grace Episcopal Church***  
***319 West Sycamore Street, Pittsburgh, PA 15211***