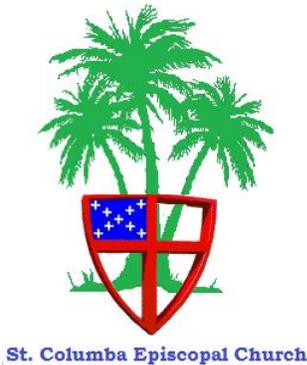


Facility Use



St. Columba Episcopal Church is pleased to offer its facilities to non-profit organizations, committees from the Diocese of Southeast Florida, Twelve-Step groups, and local organizations. All are welcome. All groups wishing to use the facilities at St. Columba must complete a Request for Use of Church Facilities. Those groups using facilities on a regularly scheduled basis must complete a request only once a year. All Requests for Use of Church Facilities forms are on file in the parish office. Please print the “Building Use Policy” PDF below, which includes the request form needed to turn in.

- [Building Use Policy](#)

Facilities use must be scheduled through the office (305-743-6412). Your reservation should be confirmed by the secretary: Please do not assume that space will be available unless such arrangements are made. Normally, spaces available consist of The Hammock House, The Abbey, Iona Art Gallery, The Pavilion, Parish Hall or The Sanctuary.

St. Columba reserves the right to rescind any group’s use of the building.

The “Request for Use of Church Facilities” document must be updated annually and update contact information as needed.

Set Up and Break Down

All groups are responsible for their own set up, break down, and clean up. Groups are welcome to set up tables and chairs for their meetings. All groups are expected to leave the facility in a neat and orderly manner. Any chairs and tables setup should be returned to the assigned storage. If any tables or chairs are moved from one room to another, they must be returned to their original room.

In order to avoid conflicts with other groups using the facilities, please be sure to allow for sufficient time for both set up and break down.

Office Supplies and Services

Unfortunately, we are not able to provide office supplies (easel pads, paper, pencils, etc.) and services, including copy work, etc., for outside organizations.

No equipment or supplies may be removed from the offices of St. Columba.

Food, Beverages, and Refreshments

Groups that wish to have a meal will need to arrange their own catering. Groups are expected to bring all of their own supplies (i.e., coffee, milk, tea, cups, sugar, etc.).

Alcohol

Alcoholic beverages may be served only in conformity with [Episcopal Church Policy](#).

Kitchen Usage

The kitchen is not available for general use. Arrangements for use of the kitchen facilities must be made in advance.

The group is responsible for cleaning the kitchen and completing a closing checklist. St. Columba reserves the right to assess a cleaning fee (\$50)

Nothing is to be removed from the kitchen.

Donations and fees:

Donations are requested for use of St. Columba facilities, with additional fees required for clean up staff. Please call or email for a quote for your event.