

St Mary's Space Use Information and Expectations

Building Information

Parish hall and sanctuary: 14 Cushing Ave, Dorchester 02125

Office phone: 617.282.3181

Contact Information:

Fr. Edwin Johnson (rector): (617) 755-1106 // rector@stmarysdorchester.org

Expectations:

- Take out the trash and put it in the dumpster in the small alley to the left of the building (if you are facing the building on Cushing Ave)
- Leave any furniture / tables / chairs as you found them
- Basement dance studio
 - No food is allowed
 - Shoes are strongly discouraged. If possible, use socks or indoor shoes.
 - Sweep afterwards use with the broom in the studio. Even if it seems clean, the dancers still need it swept!
- First floor parish hall and kitchen
 - Return the space to the way you found it, including configuration of tables and chairs and cleanliness.
 - If you provide any food, sweep afterwards with brooms found in the closet in the bathroom. If food is anything other than light snacks, sweep and mop after use.
 - If you use the kitchen, refer to the pink posted guidelines about kitchen use, and expectations around cleaning up.
 - If you produce enough trash to fill or close to fill the trash, please put it in the dumpster to the left of the building and replace the bag (replacements are under the sink).
- Sanctuary
 - No food is allowed.

Payment and Reservation:

- In order to officially reserve the space, you must pay the rental fee and deposit:
 - Rental fee is \$30/hour for the studio and negotiated for other spaces
 - Deposit is to offset the costs of cleaning up the space if you do not do so. The deposit is 25% of the rental fee, or \$50, whichever is higher. Please pay with a separate check and include your address so that it can be mailed back to you if you leave the space clean.
- If you need an invoice, communicate that to Edwin when you agree to rent
- Checks
 - Make checks out to: St Mary's Episcopal Church
 - Send to:
Rev. Edwin Johnson
re: space rental
14 Cushing Ave
Dorchester, MA 02125
- You are expected to compensate at a rate of \$30 / hour any staff support time beyond a 30-minute orientation to the space, a limited amount of time coordinating outside the orientation meeting, and any urgent space-related issues that arise not caused by your group.