

St. Saviour's Parish

Information regarding the use of the Rectory Common Library, Parish Hall or Sanctuary

This Parish exists to serve God by serving our community. We welcome you to host an event at St. Saviour's. We hope that this information will assist you.

Furniture and clean up: As we do not have a Sexton, please leave the rooms in the same as or better condition than you found them. Replace pews, tables and chairs, tidy up the bathrooms and kitchen (including the floor), vacuum or sweep the floor if needed, close windows and **lock ALL doors**. Additional long tables and chairs are in the closet of the Parish Hall for your use. Two round tables are set up near the kitchen for your use. If you need to move furniture, please lift it, instead of dragging it, to prevent scratching of the floors. No holes may be put in any surface including the pews and walls. Cleaning items and extra supplies are stored in the small anteroom on the bell tower side of the Parish Hall: toilet paper, paper towels, broom, dustpan, vacuum, trash bags, bucket, sponge, cleaning liquid, etc.

The heating system within the church will be pre-set for your group if needed. Please do not change any settings.

If your group would like to use either the organ, piano or the sound system, please speak to the Rector.

Obtaining a key: Please call Muffet Stewart at 288-4215 to arrange to sign for and pick up a key for the area you will be using from the Parish Office during office hours 8:30 am to 1:30 pm Tuesday through Friday.

At the time the key is picked up, she will instruct you on:

1. How and where to turn on/off the lights. (Note that there are lights on stained glass windows on a timer.)
2. Location of extra toilet paper and paper towels if needed.
3. Where cleaning supplies and the vacuum cleaner are kept to enable you to clean up after the group.

After your use of the facilities, please return the key promptly to the Parish Office. A fee will be charged to group in the event that the facilities are not cared for or left tidy. All questions should be directed to Muffet Stewart, our Parish Administrator at info@StSaviours.me.

Thank you and good luck with your event!

The Vestry of St. Saviour's Episcopal Parish

Seating capacity is 225 in the Sanctuary pews and chairs, 32 in the choir pews plus 90 more if all chairs are brought in from the Parish Hall to be used in the Transepts. 100 is the maximum capacity in the Parish Hall. Beer and wine at a reception are allowed with prior permission from the Rector and equally attractive non-alcoholic beverages must be easily accessible.

41 Mt. Desert Street, Bar Harbor, ME 04609

Phone: 207-288-4215 Email: info@stsaviours.me Website: www.StSaviours.me