
Holding Your Event at St. Andrew's Lutheran Church



We welcome your event to St. Andrew's!

St. Andrew's is a vibrant, active church community in Mahtomedi, a suburb northeast of Saint Paul. We're pleased to make our beautiful facility available for community events and other gatherings when not otherwise used for church-related activities.

Our 40-acre wooded campus includes three buildings with versatile spaces, including our 1,200-seat Sanctuary, 420-seat Great Hall, the Youth and Sports Center Gym, and a gorgeous new Fellowship Hall with space for up to 300 at meals or 400 for meetings or receptions.

We host a variety of events each year, including large conferences, nonprofit gatherings, community meetings, music concerts, school events, and youth sports and recreation practices. Aside from funeral luncheons and wedding receptions, we do not provide space for private use or for-profit businesses at this time.

Fees for holding your event are based on your choice of reserved spaces and length of the event. All fees are detailed in the rental agreement.

Thank you for considering St. Andrew's for your event or meeting. We hope to partner with you to create an enjoyable experience for you and your guests.

Why St. Andrew's?

- Beautiful campus setting
- Variety of spaces to suit your needs
- Established community partner
- Convenient access from I-694 and Highway 36
- Plentiful free parking
- Quality food service options with approved caterers

Our Location

St. Andrew's is located at 900 Stillwater Road in Mahtomedi, a suburb northeast of Saint Paul.

Our campus is easily accessed from major highways connecting the Twin Cities metro – and we have ample free parking for large events.



Rental Requests

Rental requests are evaluated on a case-by-case basis. Preference may be given to organizations that align with St. Andrew's mission, vision, and values. Use of space in subsequent years is not guaranteed.

If a request is approved, a Facilities Use Agreement detailing spaces requested, setup needs, and rental fees is sent for review and acceptance. A 25% deposit of rental fees is required upon signing the agreement.

Rental Policies and Fees

Rental fees include use of reserved spaces for up to 4 hours (minimum), room setup as requested, use of room amenities and services as listed (see following pages), and a designated staff event host.

The rental period must include time for your arrival, room preparation, setup, takedown and cleanup, inclusive of "first person in to last person out." We recommend at least 30 minutes on either side of your event; more time is normally required for large events.

Events lasting more than 4 hours will be charged on a pro-rated basis to the nearest half-hour. Special pricing is available for full-day use of entire buildings or the whole campus. Please inquire.

Fees for recurring weekly or monthly meetings lasting fewer than 4 hours may be reduced on a pro-rated basis. Please inquire.

Events lasting 8 or more hours or multi-day events will incur an additional \$320 per day charge for additional custodial services. Other charges required to host your event may be passed on to the renter. All fees are detailed in the rental agreement.

Sanctuary Building



The Sanctuary worship space is a modern 1,200-seat hall available for worship services, concerts, and large community events. The space features a sloped floor, wooden bench seating, large windows, and a gorgeous pipe organ façade.

The Atrium (area immediately outside the Sanctuary) can be used for receptions, check-in/registration, displays or exhibits, or other use connected to an event in the Sanctuary.

The Fellowship Hall, completed in 2020, is a well-lit, modern gathering space that holds up to 400 for standing-only receptions, 400 in chairs for events, and up to 300 at tables for meals or meetings. Food service requires use of an approved caterer.

The Gathering Space is a spacious area filled with natural light, a scenic view of evergreen trees, and a beautiful gas fireplace backdrop, suitable for receptions, event check-in, displays or exhibits, or other use connected to events in the building.

The Terrace is an open outdoor patio space with a forested view for a backdrop, perfect for small gatherings, receptions, or breaks during meetings or events.

Two music rehearsal rooms and three smaller meeting rooms are available in the building.



Room	Capacity	Fee (4 hrs)	Notes
Sanctuary	1,200 <i>1,000 main floor 200 balcony</i>	\$1100 \$1320 <i>concert</i>	Includes audio support (as requested). No food/beverages allowed. Includes use of Gathering Space and/or Atrium (no additional cost unless setup required or food/beverages are served). Renter responsible for additional equipment and any video, multimedia, or livestreaming services (with an approved vendor) if required. Concert or music event includes use of two rehearsal and/or equipment storage spaces. Fees and guidelines do not apply to funerals or weddings. Please inquire for details.
Atrium	300 reception 200 chairs in rows 8 tables/200 chairs	\$280	Open reception area with limited soft seating. Check-in tables or exhibit/display tables can be added. Food/beverages limited to light receptions or casual food options.
Fellowship Hall	400 reception 400 chairs in rows 38 tables/304 chairs	\$1000 \$1320 <i>concert</i>	Includes audio support (as requested) and use of large screen (with renter-provided laptop connected via HDMI or USB-C). Includes use of Gathering Space and/or Terrace (no additional cost unless setup required or food/beverages are served). Renter responsible for additional equipment and video, multimedia, or livestreaming services (with an approved vendor) if required. Concert or music event includes use of two rehearsal and/or equipment storage spaces. Fees and guidelines do not apply to funerals or weddings. Please inquire for details.
Gathering Space	300 reception 9 hightop tables/36 counter-height chairs	\$380	Open reception area with mix of limited soft seating and hightop tables/chairs. Check-in tables or exhibit/display tables can be added. Includes use of Terrace (no additional cost unless setup required or food/beverages served).
Terrace	75 reception	\$380	Outdoor open reception area with limited furniture. No interior furniture may be used outdoors. Includes use of Gathering Space (no additional cost unless setup required or food/beverages served). Food/beverages limited to light receptions or casual food options.
Room B01	65 reception 40 chairs in rows 5 tables/40 chairs	\$160	Music rehearsal room; can be arranged as requested. Food/beverages limited to casual food options.
Room B02	75 chairs in rows	\$160	Music rehearsal room; chairs on immovable risers. No food/beverages.
Room 201	60 reception 40 chairs in rows 5 tables/40 chairs	\$160	Standard classroom space. Food/beverages limited to casual food options.
Room 203	60 reception 40 chairs in rows 4 tables/40 chairs	\$160	Standard classroom space. Room can be divided in half equally to create two rooms. Food/beverages limited to casual food options.

Youth and Sports Center



The Youth and Sports Center houses a gym with a full-size basketball court that can be reserved for sports practices or other recreation use.

The Community Room can seat 12-16 at tables for meetings or meals. The room includes a long serving counter and sink.

Pier 7 is our youth room with a mix of couches, chairs, and café tables, perfect for small group conversations and gatherings. The room (which can be divided in half) can also be set with meeting tables and chairs.

Room	Capacity	Fee (4 hrs)	Notes
Gym	75 sports practices 288 chairs in rows 36 tables/288 chairs 575 reception	\$300 \$450 meals \$50/hr youth sports rate	Primarily used for sports and recreation activities. Renter responsible for providing all equipment. Includes use of lobby area. For meals, includes use of adjoining Community Room and lobby area. Renter is required to make all arrangements for rental and delivery/pickup of tables, chairs, and other fixtures. Youth sports rate is for nonprofit youth organization use. Events may be cancelled or rescheduled if gym is required for winter warming shelter emergency use.
Community Room	12 reception 12 chairs in rows 2 tables/16 chairs	\$160	Room includes large serving counter and sink. Food/beverages limited to casual food options. (Note: Room includes gaming equipment not available for renter use.)
Pier 7	80 reception 60 chairs in rows 8 tables/64 chairs	\$160	Room includes mix of soft seating, couches, and small café tables and chairs; can be arranged with tables/chairs. Room can be divided in half equally to create two rooms. Food/beverages limited to casual food options.

Great Hall Building



The Great Hall includes our 420-seat Great Hall worship space for community events, lectures, and concerts – or arranged with tables and chairs for up to 240 for meetings or meals. The Great Hall has a tall, sloping ceiling and a 3-foot raised stage.

The Great Hall Narthex is a well-lit lobby area adjoining the Great Hall, perfect for registration and check-in, displays or exhibits, break time, or receptions.

The Great Hall also contains three other smaller reception and meeting spaces.

Room	Capacity	Fee (4 hrs)	Notes
Great Hall	450 reception 420 chairs in rows 30 tables/240 chairs	\$800	Includes audio support (as requested). Includes use of Narthex/lobby (no additional cost unless setup required or food/beverages are served). Renter responsible for additional equipment and any video, multimedia, or livestreaming services (with an approved vendor) if required.
Narthex	200 reception 200 chairs in rows 18 tables/144 chairs	\$280	Open reception area with mix of limited soft seating and hightop tables/chairs. Check-in tables or exhibit/display tables can be added. Food/beverages limited to light receptions or casual food options.
Fireside Lounge	50 reception 50 chairs in rows 8 tables/40 chairs	\$280	Open reception area with limited soft seating (couches), brick fireplace, and natural light.
Room 2	75 reception 40 chairs in rows 4 tables/32 chairs	\$160	Standard classroom and meeting space. Room contains large TV screen available for use (with renter-provided laptop connected via HDMI). Food/beverages limited to casual food options.
Dot Room	70 reception 40 chairs in rows 4 tables/32 chairs	\$160	Standard classroom and meeting space. Room contains large TV screen available for use (with renter-provided laptop connected via HDMI). Food/beverages limited to casual food options.

St. Andrew's Facilities Use Policies

Event organizers are responsible for sharing these details with anyone associated with holding your event, including staff, volunteers, caterers, decorators, vendors, and contractors.

Updated September 8, 2022

Safety and Liability Requirements

- A \$1 million insurance binder is required for all events held at St. Andrew's. The certificate must name "St. Andrew's Lutheran Church" as an additional insured for the date(s) of the event. The certificate must be delivered to St. Andrew's at least 30 days prior to the event.
- Groups of 100 or more must provide their own certified or licensed first responder for the duration of the event, such as an emergency medical technician, doctor, nurse, nurse practitioner, physician assistant, or equivalent medical professional, and submit documentation prior to the event. St. Andrew's does not provide this service.
- Children under age 18 must be supervised by an adult at all times.
- School groups participating in concerts or performances must provide two additional adult supervisors not directly involved in the event for the specific purpose of providing additional safety and security of the children and families involved. These adults must check in with the event host upon arrival. In the event the school does not provide supervision, St. Andrew's will retain security personnel through Washington County for an additional fee of \$200.

Event Planning Checklist

- ✓ Signed agreement
- ✓ \$1 million insurance binder
- ✓ First responder (for 100+)
- ✓ Plan for supervising children
- ✓ 25% deposit upon signing rental agreement
- ✓ Balance due paid 30 days prior to the event

Building Safety and Security

- St. Andrew's will designate an event host to ensure the safety and security of church property.
- For the safety of staff and guests, St. Andrew's may terminate or alter agreements in the event of inclement weather or other unforeseen circumstances.
- St. Andrew's is not responsible for theft or damage to renter's or guests' vehicles, equipment, supplies, musical instruments, or personal property. The presence and storage of all items while on campus is at your own risk.
- Renters may provide their own security personnel with prior approval.
- St. Andrew's reserves the right to immediately terminate a rental agreement and require renter and guests to vacate the St. Andrew's campus if there is a violation of the rental agreement, violation of local or state laws and ordinances, use of tobacco or unapproved use of alcohol, presence of a firearm, physical damage to St. Andrew's facilities, violent behavior of a renter or guest, or failure to comply with the direction of the St. Andrew's event host.
- Animals or pets (except service animals) are not allowed on campus.
- Exterior doors may not be left open. Windows are to remain shut.

Holding Your Event

- Room reservation times in the rental agreement must include time required for arrival, setup, and preparation for your event.
- Renters and their guests are only allowed to access spaces outlined in the rental agreement, restrooms, and common lobby or hallway areas.
- St. Andrew's is an active church community and many of our spaces are used for designated purposes (such as worship services or children's education) and may include religious objects or images that cannot be moved or altered. Furnishings, equipment, room dividers, and other fixtures can only be altered or moved with prior approval.
- Materials used to affix decorations or signage must be easily removed, non-staining, and may not damage surfaces. Scotch tape, nails, and staples may not be used. Painters tape, tacky adhesive, or pushpins are recommended for walls. Magnets may be used on metal doorframes and dry erase boards.
- The following items cannot be used on campus: Helium-filled balloons, confetti, glitter, birdseed, rice, fog machines, bubble or foam machines, any substance containing red dye (including red, dark orange, or purple beverages), and flammable or combustible materials (e.g., items with flame or fire, corn stalks, evergreen boughs). Candles may only be used in the Sanctuary worship space and Great Hall worship space.
- Drones may not be used anywhere on the campus.
- Installed multimedia equipment (including audio and video) requires a St. Andrew's staff person or approved vendor. Renters are not allowed to operate multimedia equipment.
- Individual event signage displayed outside buildings must have prior approval.
- Driving on sidewalks is not permitted.
- Do not leave vehicles unattended after unloading.
- Sales of merchandise or items for fund-raising purposes requires prior approval.
- Renters or vendors with approved items for sale (such as books, CDs, clothing, craft items, prepared food items, or other merchandise) must possess a current sales tax permit for the State of Minnesota. A copy of the permit must be provided to St. Andrew's at the time the rental agreement is signed.

Decorating Checklist

Please note the following items may **not** be used:

- Scotch tape
- Nails or staples
- Helium-filled balloons
- Confetti, glitter, birdseed, rice
- Fog machines, bubble or foam machines
- Substance containing red dye (including beverages)
- Flammable or combustible materials

Food and Beverages

- Groups may provide casual food options to participants of smaller events, such as boxed/sack lunches, pastries, snacks, and individual beverages, provided all items brought into the building can also be carried out. All food service items must be self-contained, including plates, cups, utensils, napkins, tablecloths, etc. St. Andrew's does not provide access to kitchen facilities, appliances (refrigerator, microwave, coffeemaker, etc.), service items, linens, or cleaning supplies.

- Meal service for large events (more than 50 people) require the use of an approved vendor to provide catering services. We are pleased to provide high-quality options with our established partners. All arrangements for food service and associated costs are made directly with the vendor.
- The use of reusable, recyclable, or compostable materials is highly encouraged.
- Groups are responsible for all cleanup from serving food and removing food-related items prior to leaving.
- Alcoholic beverages may only be served by an approved vendor and in compliance with St. Andrew's Alcoholic Beverage Policy.

Food and Beverages

Casual food options may be brought in for small group gatherings and meetings.

Meals for large events (50+) requires use of an approved caterer.

Renters do not have access to St. Andrew's kitchen facilities or supplies.

Concluding Your Event

- Renters agree to begin and end function promptly at the scheduled times and ensure guests vacate the premises within the agreed upon end time. Extending building use may require an additional rental charge.
- Renters will review condition of rented spaces with event host prior to departure.
- Rooms must be left in the same condition as found upon arrival. This generally means removal of equipment and supplies and tidying up the space.
- Renters may be charged for damages to facilities, additional custodial services, or additional facilities staff time not anticipated or outlined in the rental agreement.

Reservations and Payments

- St. Andrew's reserves the right to determine priorities for space usage. Preference may be given to community organizations and groups that align with St. Andrew's mission, vision, and values.
- While we attempt to avoid schedule conflicts, St. Andrew's reserves the right to cancel or alter reservations if required for large church events, funeral services, or other reasons as detailed in the rental agreement.
- Large events generally cannot be scheduled in December, during Holy Week and Easter, or on federal or church holidays.
- Use of space in subsequent years is not guaranteed.
- A deposit of 25% of rental fees is required upon signing the rental agreement. The balance is due 30 days prior to the event (or first day of a multi-day event).
- Refunds will only be given if the event is cancelled within 30 days prior to the event (or first day of a multi-day event).

Event Promotion and Communications

- St. Andrew's does not provide marketing services or ticket sales for external groups or events and generally does not promote external events to church members.
- When promoting your event, please refer to us as "St. Andrew's Lutheran Church" or simply "St. Andrew's."

- For your communications, list our location as 900 Stillwater Road, Mahtomedi, MN, 55115. You may also wish to specify the building name (Sanctuary, Great Hall, or Youth and Sports Center) and entrance door number (1 through 8) and ensure proper directions are provided to guests. For events at the Youth and Sports Center, you can note the parking lot entrance is off East Avenue and can provide 110 East Avenue as the location address.
- St. Andrew's blue ship logo may only be used for church-sponsored events and otherwise not permitted for use by external groups holding events on our campus.