



ST. PHILIP EPISCOPAL CHURCH

Facility Usage

Thank you for considering St. Philip
Episcopal Church for your event.

Whether your next event is a wedding,
banquet, large meeting, recurring
meeting, birthday party, or recital, we
would love to host your next event.

Please continue reading for more
information on facility useage.



Our Purpose

Please understand that we are not an event center. We are a church which offers our facility as a service to our parishioners and wider community.

We make the space and technology of the church available to the members of our congregation and the people in our wider community, to engage in common worship and to further the mission, vision, and goals of our Church.



Our Community



St. Philip shares a parking lot with the ELDON & ELSIE WARD FAMILY YMCA. We are conveniently located 10 minutes from downtown Columbus, Ohio, the John Glenn Columbus International Airport (CMH), Columbus Museum of Arts, and The Ohio State University.

Franklin Park Conservatory, Lincoln Theater, Columbus State Community College, and Ohio Dominican are just a short 5 - 7 minute drive away.

We welcome groups from all over to contact us for use of our facility.

Our Church

St. Philip is a beautiful church that offers a variety of rooms, and equipment for rent. Built in 1963, we have a modern esthetic with an abundance of natural light.

We offer our Sanctuary, 4 classrooms, 1 music room (with piano), library, kitchen, and 2 parish halls for rent.



SANCTUARY



OUR SANCUTUARY

offers comfortable seating for 250 guests with 4 wheel chair accessible spaces.

We have a pipe organ, piano, and chimes that may be used for your event. Please see the church coordinator if these items are needed.

A 60 foot aisle runs through the center of our sanctuary for your grand entrance. Aisle candles that attach to the pews and candelabras are available to enhance your event.



PREVIOUS EVENTS

held in our sanctuary include:

Weddings
Pre-K and 8th grade graduations
Jazz services
Workshops
Meetings

PARISH HALLS



OUR HERBERT SMITH PARISH HALL

is our smaller parish hall at 1300 square feet. This area can fit 8 to 10 rectangle banquet tables that seat up to 10 people. For 60 inch round tables which seat 6 people, 12 to 15 of these tables will fit comfortably in this area. For auditorium style seating, up to 100 people can be accommodated.



OUR WASHINGTON-BOWMEN PARISH HALL

is 4000 square feet and the newest addition to our church. This area is great for luncheons, receptions, dinner dances, and more. This area will hold 30 round tables, or 20 rectangle banquet tables. We can accommodate 300 people with auditorium style seating.

The layout of the room allows for many different set up styles and room for dancing depending on your table needs



The parish halls are side by side, so you can rent one parish hall or both for your event. Currently, if you rent one parish hall the other parish hall will not be booked for another rental at the same time as your event.

MEETING ROOMS



OUR SMALL AND LARGE MEETING ROOMS

offer seating for 20 - 60 people depending on room, table, chair needs ,and style set up selected.

One large room is setup in a manner suited for choir rehearsals or if you are in need of a space to give musical instrument or vocal lessons.

There are bathrooms located on each floor for your convenience.

OUR LIBRARY

offers a comfortable location for a group of 20 or less. We have a conference table that can accommodate 10 people, a small couch and room for additional seating along the window.

You will have a wonderful view of our memorial garden when using this space.

Kitchen

We offer space in our commercial size refrigerator for your event and our kitchen also comes equipped with a 6 burner range, two under range ovens, and a flat top griddle for your use.

There is plenty of space for prep and two doors, each door leading to one of our parish halls.



F.A.Q.'s

Who can request use of our facility

- All groups or organizations are welcome to request use of our facility.
- The leadership of St. Philip reserves the right to accept, or deny requests for use of church facilities, and to cancel, or modify established agreements.
- A deposit will be required for use of facility and reserving your date and time.

Facility Availability

- Our spaces are available for rent:
Sundays: 3:00 pm - 10:00 pm
Monday - Saturday: 8:00 am - 11:00 pm
- *Meeting/Events extending beyond 11 p.m. are subject to an additional charge of \$35.00 per hour
- **Please see facility usage form for full list of rental procedures.

Tables, Chairs, Linen

- St. Philip is able to provide up to 10 round tables, 15 banquet tables, and 100 chairs for your event. Should you need more, you are welcome to rent additional tables and chairs from an event vendor and have them delivered to the church.
- St. Philip does not provide linen rental. You will need to provide linens for your event.
- St. Philip will not be responsible lost or damaged items from outside rental vendors.

Catering

- St. Philip does not provide in house catering options. You are welcome to rent the kitchen to prepare your food or you may have your event catered from an outside vendor. The catering coordinator will need to speak with the church coordinator at least 5 days before of your event.
- Kitchen must be left in same condition it was rented.

Decorations

- Table and free-standing decorations, such as centerpieces and balloons are permitted.
- No confetti, rice, nails, tacks, or loose glitter may be used.
- Do not attach decorations to painted wall surfaces, ceilings, or pillars without prior approval from church coordinator.
- Tape may be used with prior approval from church coordinator

Technology

- Wi-Fi is availble to our guests as a courtesy. No refunds will be given if the Wi-Fi connection fails or is unavailable.
- Our church can provide additional technology items for your event. Please speak with the coordinator about your technology needs.

F.Y.I.

- St. Philip Episcopal Church is a place of worship. No rowdiness, inappropriate language (including music selections), inappropriate attire, or inappropriate conduct of any kind is permitted.
- Priority is given to any ministries, groups, or organizations that are directly related to St. Philip Episcopal Church or the Diocese of Southern Ohio.
- *No alcoholic beverages except WINE, CHAMPAGNE, and BEER, can be served on the church premises. A non-alcoholic beverage other than water, MUST be provided in addition to the wine, champagne, or beer served.
- *Smoking, weapons, and other controlled substances are prohibited
- *No food or beverages are permitted inside the Sanctuary
- You will be required to remove all trash, personal items and decorative items and clean-up the kitchen if it was used. St. Philip is not responsible for items, lost, left, damaged, or stolen.
- An on-site supervisor may be present for the entirety of your event or a partial amount of time. Renters must follow their directives.
- Deposit for rental shall be made within 7 days of approval being granted
- Full rules governing use of facility can be found with rental agreement. Please make sure your event can comply with our rules prior to you submitting your request.
- St. Philip reserves the right to evict any person or group from the premises at any time if behavior, dress, or activities are deemed inappropriate. **Fees and deposit will not be refunded if evicted from facility.**

Rental Agreement

Full rules governing use of facility and fees can be found with rental agreement.

If you are in need of space for a recurring meeting, or are a non-profit, please fill out the Facility Usage Form and email the church coordinator for fees associated with your needs.

If you would like to visit our church to see the spaces, please call ahead. We will ensure someone is available to assist you during your visit.

St. Philip Episcopal Church
166 Woodland Ave.
Columbus, Ohio 43203
614-253-2771

Church Coordinator

jrwarden@stphilipscolumbus.org

Facility Usage Form

<https://form.jotform.com/211255614418047>

You can also download the form or visit the church for a paper form.

Thank you for learning more about our church and our spaces for rent. We look forward to hosting your next event!!