



Community Events - Organizational Requirements

- *501 (c) 3 documentation*- St. Luke's makes our facilities available to non-profit organizations. Appropriate documentation (like an IRS Letter of Determination) is required prior to reservation approval. All guidelines and pricing reflected here are for non-profit use of St. Luke's facility.
- *Insurance*- Each organization must present a certificate of comprehensive general liability insurance coverage with St. Luke's listed as an alternate insured location.
- *Agreement/Acknowledgement*- Each organization must read St. Luke's Community Group Guidelines and submit a signed acknowledgment page. This can be found below under "Applying for Use".
- *Shared Direction and Focus* -Organizations applying for facility use should share the same direction and focus as St. Luke's mission in the community.