

Information, Rules & Policies

1. McDonald Family Center (MFC)

1.1. Banquet Hall

1.1.1. The MFC will accommodate 40 round tables, 5 feet in diameter. Round tables seat eight people. The size of the tablecloths recommended is 84 inches. Linen is not provided.

1.1.2. Kitchen facilities are available with use of walk-in cooler, gas stove and a commercial ice machine. No cooking utensils are provided and no tables are to be taken into the kitchen. No One Under 14 Years Of Age Will Be Permitted In The Kitchen.

1.2. Gym

1.2.1. Rental cost is for use of gym for Volleyball and/or Basketball practices and/or games only.

1.2.2. The Gym will accommodate 200 people on the bleachers

1.3. Room 106

1.3.1. Will accommodate 72 to 90 people with rectangle tables

1.3.2. Will accommodate 120 people with seats only

1.4. Classrooms (101, 102, 103)

1.4.1. Will accommodate 48 people with rectangle tables

1.4.2. Will accommodate 60 people with seats only

2. Parish Hall

2.1. The Parish Hall will accommodate 150 people

2.2. The Parish Hall will accommodate 25 rectangle tables, 6 feet in length. Rectangle tables seat six people. Round tables are not available for this hall. Linen is not provided.

2.3. Limited Kitchen is available and no cooking utensils are provided.

2.4. The refrigerator is not available.

2.5. The storage cabinets and/or other items will not be removed from the facility.

3. Fees:

3.1. Fee covers only the facilities, utilities, custodial services, tables and chairs. It does NOT provide catering, linens, etc. Cost of table covering or other preparations will be borne by the Applicant and removal of same shall be part of the clean up by the Applicant.

3.2. The rental deposit / damage fee is NOT applied towards the final rental cost.

3.3. The fee covers a rental period of five (5) hours for the MFC Banquet Hall and the Parish Hall and three (3) hours for all classrooms including MFC 106, unless otherwise noted. In addition to the 5-hour period the renter is allowed three hours for decorating and one hour for clean up.

4. Reservations:

4.1. To request a reservation, complete the Parish Facilities Reservation Request Form (Attachment "C").

4.2. One (1) week prior to the special event the McDonald Family Center / Parish Hall Table Setup & Dance Floor (Attachments A & B) must be submitted to the Facilities Manager office.

- 4.3. **Reservations under the agreement will not be final until payment of rental deposit / damage fee and completed Parish Facilities Rental Application Form is received.** Full payment is payable no later than thirty (30) days prior to scheduled date of occupancy or the reservation will be cancelled. Reservations made with less than thirty (30) days will require full payment plus rental / damage fee deposit.
 - 4.4. The facility cannot be held until the initial rental deposit / damage fee has been paid.
 - 4.5. St. Matthew does not accept reservations for Catholics being married in a civil ceremony.
 - 4.6. St. Matthew does not accept reservations for teenage parties, Quinceanera's, Debuts, Sweet Sixteen, Jr. High & High School parties and/or graduation parties. Only teen events sponsored by the church are accepted.
 - 4.7. **St. Matthew does not accept reservations for any parties or receptions in any facility on Sundays.**
 - 4.8. St. Matthew does not accept reservations for the following dates: 1) New Years Day, 2) Martin Luther King, Jr., 3) Ash Wednesday, 4) Holy Thursday, 5) Good Friday, 6) Holy Saturday, 7) Easter Sunday, 8) Battle of Flowers Day, 9) Day Before & Day of Church Festival (first Saturday & Sunday of May), 10) Memorial Day, 11) Independence Day, 12) Assumption of Mary, 13) Labor Day, 14) All Saints Day, 15) Thanksgiving, 16) Christmas, 17) Lent & Advent Mission Days, 18) Any days deemed necessary. **ALL** facilities will be closed to non-liturgical meetings and/or events.
 - 4.9. **RATES** for Registered Parishioners apply **ONLY** when the event is given specifically for or by a registered member of the Parish and does not apply to a non-Parish group or organization to which a parishioner belongs. Registered parishioners (six (6) months or longer) will be verified through the Shelby Church System that tracks all registered parishioners. If not on the Shelby Church System, you will be contracted as a non-parish individual / group.
 - 4.10. Rental to any non-Parish individual/group is subject to approval by the Pastor. Non-Parish individuals / groups will be notified of non-approval one week after Request Reservation Form has been received.
 - 4.11. Rental of facility will be used for purpose stated on Parish Facilities Rental Agreement Form. Should facility be used for any other purpose is a violation of the agreement and will constitute immediate eviction from facility and forfeiture of all fees.
 - 4.12. Renter is solely responsible for all decorating of the Facility following the Decorating Guidelines (#10).
 - 4.13. There is a possibility of power outages during rental events. St. Matthew is not responsible or liable for power outages.
 - 4.14. The Facilities Manager, or an authorized representative, may be present at any and all functions/events while the facility is being used.
 - 4.15. St. Matthew Catholic Church reserves the right to cancel and / or change any reservations.
5. **Reservations for Sports:**
 - 5.1. All sports related activities for any facility will be coordinated through the St. Matthew's Athletic Director, Chris Juarez at 210-478-5027.

6. Damage Fee:

- 6.1. The deposit / damage fee will be deposited and held until after the event to cover any withdrawals. The fee will be forfeited if it is necessary for St. Matthew to engage in repairs to damages or extensive cleanup required following the event.
- 6.2. Renter assumes full responsibility for damages done to the facilities during the period of time of event, including the setup/teardown for persons who are under renter's control or the control of contractors hired by the renter, to include possible forfeiture of using the Facility in the future.
- 6.3. False alarms due to helium filled balloons left behind will incur the false alarm fee of \$150.00 dollars.
- 6.4. The damage deposit will be refunded ten (10) working days after the event.

7. Cancellations:

- 7.1. You are due a full refund if the agreement is cancelled within 3 working days from the date the Request Reservation Form was turned in to St. Matthew's for approval.
- 7.2. All but \$150.00 of the rental fee may be refunded if the reservation is cancelled more than 90 days prior to the event, all but \$250 of the rental fee may be refunded if the reservation is cancelled between 30 and 90 days prior to the event. **No refund will be made for cancellations made within 30 days of the event.**

8. Security:

- 8.1. The services of a uniformed, duly commissioned, law enforcement officer within the state of Texas will be required for all dances, private parties, wedding receptions, fundraisers, **any event with alcohol**, etc.
- 8.2. The number of officers will depend on the number of people expected to attend. One (1) security officer per 100 people is required for each event. Additional guests in excess of 100 will require an additional officer for every 100 people.
- 8.3. St. Matthew is responsible for hiring the security officers needed for the event.**
- 8.4. Where required, the law enforcement officers must be present and on duty during reserved hours, or until all guests have departed and the facility being used has been properly secured.
- 8.5. St. Matthew's is not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring on St. Matthew's property.
- 8.6. A fee of \$30.00 per hour for each security officer is due and payable thirty - (30) days prior to the event. Additional overtime hours will be billed at \$50.00 per hour, which will be deducted from the deposit/damage fee.

9. Alcohol

- 9.1. The services of a uniformed, duly commissioned, law enforcement officer within the state of Texas will be required for all dances, private parties, wedding receptions, fundraisers, organizational functions, any event with alcohol, etc.**
- 9.2. Alcohol beverages are allowed. Alcohol may be SERVED but NOT SOLD. The sale, charge, or donation requested for any alcohol, set-ups, snacks, or other items by organizations or individuals at wedding receptions, private parties, etc. is strictly prohibited.

9.3. All alcohol events will be served ONLY by a licensed bartender. (Licensed bartender needs to have a copy of the license filed with St. Matthews).

9.4. * No Bottled Beer Allowed *****

9.5. Should alcohol be used in a non-alcohol event is a violation of the agreement and will constitute immediate eviction from facility and forfeiture of all fees.

9.6. No alcohol is allowed outside of the building during the function.

9.7. No alcohol shall be served or given to any staff members on duty.

9.8. No alcohol shall be served in events for school age children.

10. Decorating Guidelines:

10.1. **Religious Nature of Parish Facilities:** The religious character and nature of the Parish Property must, at all times, be respected. Religious symbols and images shall not be removed, altered, or deliberately obscured, and all persons entering on to the premises should be admonished to respect the religious nature of the facility. This should include requesting persons entering the facility to act appropriately in worship spaces, to refrain from disrupting private prayer or ongoing liturgies, and to treat religious objects, art, and images with appropriate reverence and respect. Failure to comply will forfeit damage deposit.

10.2. **NO throwing of rice, birdseed, confetti, potpourri, glitter or any other matter inside or outside. (Bottles of bubbles are permitted outside.) Violation will result in loss of Damage Fee.**

10.3. **NO decorations** of any kind may be attached, tied, glued, pinned, nailed or stapled to any wall, paneling, molding, light fixture, door or doorframe of any of the facilities. No posters, notices, etc. will be allowed on the walls or doors in any of the buildings. Taped items will use special tape provided by St. Matthew. **NO** other tape is allowed.

10.4. No Tinsel, Bales Of Hay Or Straw May Be Used Inside The Facility.

10.5. No fogging equipment is allowed to be used in any interior facility or event.

10.6. Exits, Corridors and Hallways must be free of obstruction. Exit Doors cannot be locked.

10.7. The MFC and the Parish Hall are equipped with hooks for hanging items, etc. A special tape that is available can be used on the wood only.

10.8. All decorations must be free standing.

10.9. Candles will be permitted, but to be contained in some form (ex: Hurricane lamp, globes, etc.).

10.10. The renter is allowed three hours for decorating and one hour for cleanup. Setting up the night prior is prohibited.

10.11. Setup arrangements must be made with the Facility Manager one week in advance, otherwise a standard party setup will be done and the party will be responsible for any further changes.

10.12. **Renters must remove ALL decorations, equipment, rentals, catered items, food, etc. before leaving the premises, unless special arrangements have been made prior to the event with the Facility Manager. All tables will be cleared of all items. Helium filled balloons will be removed.**

10.13. St. Matthew's will not be held responsible or liable for any items left behind.

10.14. St. Matthew's will not be held responsible or liable for any items of value left non-secured after decorations have been completed.

11. Rules to abide by in ALL facilities:

- 11.1. "AS-IS" Condition: Renter agrees to accept the Facility in its "as-is" condition "with all its faults"
- 11.2. A St. Matthew's representative will open and close the Facility. No keys will be given to any person for any reason.
- 11.3. Guests will not occupy facility earlier than as stated on the Parish Facilities Rental Agreement Form. Event invitees will vacate at or before the end of the lease period as stated in the agreement form, which shall be no later than 12:00 midnight. Clean up shall take no longer than one hour. St. Matthew custodians will start storing tables/chairs, etc. thirty minutes after end of the lease period.
- 11.4. Band and/or DJ's:
 - 11.4.1. Moderate noise level is expected.
 - 11.4.2. They will play last song twenty (20) minutes prior to end of lease period.
 - 11.4.3. They will be given one (1) hour after the end of the rental period for breakdown and removal of all equipment.
 - 11.4.4. Setup and teardown of equipment must be done with care to prevent any damages to the facility.
 - 11.4.5. It is renter's responsibility to plan accordingly to insure that the Band / DJ abide by this agreement.
- 11.5. **ST. MATTHEW CATHOLIC CHURCH IS A NON-SMOKING FACILITY.** Smoking is prohibited in any and all parts of the building.
- 11.6. All individuals attending functions are to confine their activities to the area assigned to them.
- 11.7. Loitering about the grounds is not permitted, either during hours of use or after normal closing hours.
- 11.8. It is the responsibility of the APPLICANT to inform the caterers, decorators and florists of all restrictions. Caterers / Decorators must leave the facility as found.
- 11.9. Non-exclusive use of the parking area will be provided. St. Matthew Catholic Church assumes no liability for vehicles on its premises.
- 11.10. **No weapons and/or illegal substances of any kind are allowed on any of St. Matthew's premises.**

12. The lessee acknowledges that St. Matthew Catholic Church is owned by the Archdiocese of San Antonio and as such, is subject to the religious, moral and ethical principles and directives of the Archdiocese of San Antonio. Any activity on these premises deemed offensive to those principles shall not be allowed and, therefore, any contracts for use of such facilities shall become null and void immediately at the time of such an offense. Additionally, lessee shall forfeit any claim to rental fees paid by the lessee for the event in question.

Lessee shall indemnify and save harmless Gustavo Sillar, Archbishop of San Antonio and his successors in office, the Archdiocese of San Antonio, St. Matthew Catholic Parish, and any claim, demand, cause of action for personal injury or property damage of every kind and character and all losses, without limit or limitation, and without regard to the cause or causes thereof, or the negligence of any party or parties, sole, joint or concurrent, for injury, illness or death of any person or damage to any property arising out of or in connection with this agreement or Lessee's use of Lessor's property.

It is the express intention of the parties hereto that under this Indemnity and Hold Harmless Agreement, Lessee shall indemnify and protect Lessor from the consequences of Lessor's own negligence or gross negligence, whether real or alleged. Lessee acknowledges that it has read the foregoing Indemnity and Hold Harmless Agreement, knows its content, meaning and effect and has signed it voluntarily, willingly and without reliance upon any representations by Lessor.

