



Parish Center Rental Guidelines

Because our center is first and foremost a ***parish*** center, parishioners and parish programs/groups will get first consideration for reservation and use of the center's various rooms. In addition, we will be asked to host diocesan or deanery events, which we will welcome, as long as the parish's/parishioners' needs aren't undercut by these events.

With that said, however, for reservation and use the basic policy will be "first come, first served." It will be important, then, for any and all parishioners and parish groups to reserve the space they need in the center well in advance of their use. For certain uses of the parish center there will be deposits and rental fees required.

Recurrent Use of Conference Rooms

Weekly, bi-weekly, monthly or quarterly use of conference rooms will go first to officially recognized groups for the work of the entire parish (e.g., Finance Council). Then more particularly focused groups will be scheduled (e.g., groups for Adult Faith Formation, Youth Ministry, etc.).

All parish groups will be expected to leave the spaces they use in reasonable state of cleanliness. Individuals in these groups are expected to use the spaces and items in the center with usual care; we know that there will be accidental breakage (e.g., of a dish) from time to time. If, however, an individual's or group's carelessness or negligence results in breakage or damage, it would be expected that s/he/they would cover the costs of repair or replacement.

General Policies for Rental of Space(s) in the Parish Center

All requests to rent space in St. Mary's Parish Center are to be made through the parish office. Here are the general policies for rentals: your event will not be scheduled until the rental agreement and payments are in the parish office; only registered parishioners of St. Mary's Parish can request renting space(s) in the center;

to rent space(s) for receptions for a baptism, quinceañera, bridal showers, wedding, etc., **will only be considered if the actual sacrament/celebration will be or was held at St. Mary's Church, or another Catholic Church (in the case of a mixed marriage at a non-Catholic Church, the Catholic party must have followed the Catholic Church's teaching on the sacrament of marriage). Documentation from other churches must be provided.**

- The building cannot be rented for commercial activities – selling products or services.
- If the space(s) is/are available for the dates you select, a non-refundable deposit of \$250 (for the hall) is required at that time to hold the space, as well as the signed rental agreement. Otherwise the date will not be held.
- Deposit and rental payments must be made by check or money order

The remaining hall rental fee and damage deposit must be paid in full at least one month in advance of use (if the space is still available and reserved within one month of use, the non-refundable deposit and rent must be paid at that time); cancellation of use after rent is paid will result in a prorated return of the remaining rental fee:

100% if cancelled at least 4 weeks in advance;

75% if cancelled at least 3 weeks in advance;

50% if cancelled at least 2 weeks in advance;

25% if cancelled at least 1 week in advance.

The security deposit will be returned in full as long as the space is fully cleaned and there are no problems, such as damages or violation of parish center rules, especially those related to legal zoning issues. The renter will be charged for the level of damage from their security deposit. The parish retains the right to seek additional money if the cleaning or damages go above and beyond the security deposit amount.

RENTAL REGULATIONS:

1. Scheduling of the Parish Center and/or kitchen will be made by calling the parish office at 712-732-3110. The date will not be held until the agreement is signed and fees and deposit are received in the parish office.
2. A facility usage/indemnity agreement must be signed and returned.
3. No rental fee for church sponsored activities.
4. Chairs and tables will not be rented out and will not leave the building.
5. Unaffiliated organizations must sign an Unaffiliated Organization Agreement to secure the space.
6. Only weddings scheduled in Storm Lake St. Mary's Church or other Catholic church will be eligible to rent the parish hall for receptions, this also applies to bridal showers.

Initials_____Date_____

7. Alcohol serving policies:
 - a. All municipal regulations and state law will be followed, including no serving of alcohol to minors.
 - b. Absolutely no hard liquor can be served due to municipal zoning.
 - c. Beer, wine and champagne can be served ONLY if given away by the event host. NO MONEY CAN EXCHANGE HANDS. This includes ticket fees for dinners and events.
 - d. Violation of the liquor policies/laws will result in the event's immediate cancellation, immediate dismissal of all participants in the building and forfeiture of the damage deposit. Law enforcement will be contacted if necessary.**
8. Decorating policies:
 - a. No glitter or confetti can be used for decorations.
 - b. No helium tanks allowed in the hall.
 - c. No tape, tacks, nails or Command strips can be used on the walls.
 - d. No items will be hung from the ceiling
9. No smoking in the building or on parish grounds.
10. Betting, raffles or other forms of gambling are not permitted on church premises unless sponsored by the parish.
11. Adult supervision must be provided when groups of children are present.
12. All events must end by 11 p.m. Cleaning crew have until midnight to exit the building.
13. Live bands and music cannot begin until after the last liturgy of the day in the church building.
14. Tables and chairs will be wiped off.
15. Wash and put away all pots, pans, dishes and silverware.
16. Restrooms floors and counters are free of paper and trash and toilets are flushed.
17. Lights are turned off.
18. Please respect all of the property belonging to the members of St. Mary's Parish.

Initials_____Date_____

	Parish Members	Total
Hall (299 max. cap.)	\$400 per day	
Custodian fee (hall)	\$100 4 hrs. or less \$200 8 hrs. or less	
Kitchen fee	\$100 if catered \$200 full kitchen use	
Projector and screen (hall)	\$25	
Hall Rental Damage Deposit	\$500	
Large Conference Room Rental (34 max.)	\$25 per hour	
Small Conference Room Rental (14 max.)	\$15 per hour	
Conference room cleaning deposit if food or drink served	\$100	

Event rental date/time requested: _____

The undersigned agrees to abide by the rental policies set forth above to rent the Storm Lake Iowa St. Mary's Parish Hall facilities.

_____ Date

Renter's Signature

Renter cell phone number: _____

Renter's e-mail: _____

Office use:

_____ Deposit Received. Check number: _____

_____ Damage deposit received. Check number: _____

_____ Custodian scheduled. *Name:* _____

_____ Rental check received. Check number: _____

_____ Documentation from other Catholic Church (if applicable)

_____ Unaffiliated Organization Agreement signed (non-sponsored groups (such as Knights of Columbus, Alcoholics Anonymous, etc.)

_____ Special events form must be completed (charge is waived)

Initials _____ Date _____