

# ST. MATTHIAS THE APOSTLE CATHOLIC CHURCH

302 SOUTH MAGNOLIA BLVD  
MAGNOLIA, TX 77355  
PHONE: 281-356-2000 FAX: 281-789-4243

## PARISH FACILITY RENTAL INFORMATION October 2019

### FACILITY USE

St. Matthias Catholic Church is, first and foremost, a Catholic church. The use of the Parish Hall must be within the acceptable practice of the Catholic Church. Pastor must approve all rental agreements.

The St. Matthias Church, parish hall or the pavilion may be rented for private family functions or other family related purposes as long as the planned rental does not interfere with previously scheduled liturgical celebrations or religious education activities. Rental uses can include:

- ❖ Weddings, Receptions, Rehearsals
- ❖ Quinceañeras
- ❖ Anniversary parties
- ❖ Baby or bridal showers
- ❖ Other approved family or group social activities (e.g., reunions, parties)

Funeral services in the church and funeral receptions in the parish hall may be held at no rental charge. A fee will be charged if the parish is asked to provide an organist / pianist and/or a cantor (see Fees section).

Registered parishioners of St. Matthias will be given precedence over non-parishioners with regard to dates reserved for any function. The parishioner that rents the hall must also host the event. Non-Parishioners will be allowed to rent the hall only at the discretion of the Pastor.

Ministries and organizations directly affiliated with St. Matthias Catholic Church may use either facility on a rent free basis for ministry / organization functions.

Other religious organizations not directly affiliated with St. Matthias may be given permission to use either the parish hall or the pavilion at the discretion of the Pastor.

### RENTAL PROVISIONS

When the hall or pavilion is rented, an individual family member or organizational head must assume responsibility for all conditions of use and financial obligations specified in the Facility Rental Agreement. Such conditions and financial obligations will include, but not be limited to:

- ❖ Signed Facility Rental Agreement
- ❖ The person that signs the rental agreement must host (and be present) at the event
- ❖ The required security deposit and down payment and full payment 2 weeks prior to event
- ❖ A hold harmless agreement (included in the rental agreement)

## **FEES**

	<b><u>Registered Parishioners</u></b>	<b><u>Non-Parishioners</u></b>	
<b>CHURCH RENTAL</b>	\$500	\$700	Per event (ex. Quinceañeras)
	\$400	\$500	Per Quinceañera
	\$100	\$100	Security deposit
	\$250	\$300	Down payment
<b>MUSICIAN FEES</b>	\$150	\$150	For Pianist / Organist
	\$ 50	\$ 50	For Cantor
<b>HALL RENTAL</b>	\$400	\$600	Per event
	\$100	\$100	Security deposit
	\$200	\$300	Down payment
<b>PAVILION RENTAL</b>	\$100	\$200	Per event
	\$ 50	\$ 50	Security deposit
	\$ 50	\$100	Down payment

***Registered Parishioner*** = Families or individuals who have been registered at St. Matthias and active in the parish such as attending Mass regularly, active in ministries or parish events, supporting the parish financially, etc.

## **PAYMENTS**

The Down Payment is due when the signed rental agreement is submitted. The Down Payment is not refundable if, for example, the person or family renting the facility decides to cancel the agreement. The Down Payment is refundable if St. Matthias Catholic Church cancels the agreement.

Full payment of fees due is required 2 weeks prior to the event.

The Security Deposit is a separate fee to be paid at the time the signed contract is submitted. This fee will be refunded within 3 weeks after the event if the property is left in its original state. Damages to the hall, pavilion, or church property will be deducted from the Security Deposit. If the damages exceed the deposit amount, the balance for the damages must be paid within 3 weeks after receipt of written notification from the owner.

Musician Fees are paid directly to the musician and cantor prior to or at the event and are not covered in the Facility Rental Agreement. If a musician and/or cantor is used that is not from St. Matthias parish, work with the St. Matthias Music Director for information on use of church sound equipment.

## **Alcohol**

If alcohol is to be provided at the event, Renter must acquire Special Events coverage through the Catholic Mutual Group, the Archdiocesan insurance provider, or provide a certificate of insurance with coverage limits at the minimum level prescribed by the Archdiocese and naming the parish and Daniel Cardinal DiNardo as additional insured.

The Application for Special Events Coverage form is available from the parish office. The Renter must complete the form and provide payment to the parish office as defined on the application. The parish office will cut a parish check for the payment and mail it with the application to Catholic Mutual at the Archdiocese. Parish will also include the Parish Manager's eMail address on the form to be notified when approved. The application for must be submitted to the parish at least 15 business days prior to the event.

Alcoholic beverages are not allowed in the church.

Alcoholic beverages are not allowed outside of the rented facility.

Participants are not allowed to leave the premises with alcoholic beverages there were served at the event.

Alcohol must not be sold at the event. It can be provided by the renter at no cost to the guests and, and a TABC permit is not required.

B.Y.O.B. alcohol functions are not permitted.

Adults must monitor alcohol distribution at all times during the event.

Uniformed peace officers are required to be on-site for the event if alcohol is being served. The number of officers must be in compliance with the Archdiocese of Galveston-Houston's Alcoholic Beverage Requirements and Procedures (available at the parish office). It is the responsibility of the person renting the parish facility to make arrangements for the officers. Renter must provide proof of the officers to be onsite during the event at least 5 business days prior to the event.

## **MISCELLANEOUS**

- ❖ The maximum occupancy for the Parish Hall is 230
- ❖ The maximum occupancy for the Church is 300
- ❖ There is no maximum capacity for the pavilion
- ❖ Use tables and chairs provided (but not setup)
- ❖ Tables and chairs cannot be moved from the parish hall to the pavilion
- ❖ Personal table and chairs can be used in the pavilion but must be delivered and removed on the day of the event
- ❖ All events must be out of parish facilities and off the property by midnight the day of the event or at a time agreed to in advance with the Pastor and documented in the Rental Agreement
- ❖ No controlled substances or fire arms can be brought onto the parish property
- ❖ The church and parish hall sound systems can be used during the event but their condition is not guaranteed
- ❖ No use of confetti, bubbles, rice, birdseed, paper petals or other forms of shredded material may be thrown or used as decorations
- ❖ No candles are allowed with exception of those provided by the St. Matthias parish
- ❖ Children must be supervised at all times and are not allowed outside of the rented area without adult supervision
- ❖ Rental of parish facilities may not interfere with Mass schedule. If the hall is being used before Mass on Saturdays, guests are required to use the back parking lot.
- ❖ Keys are to be picked up the last business day prior to the event at the Parish Office during working hours (M-F, 9am – 5pm) and returned to the office the first working day after the event
- ❖ No tacks, staples, nails, or tape are allowed on the walls
- ❖ St. Matthias parish assumes no responsibility for valuables left behind in the facility
- ❖ All trash must to taken to the dumpster after the event
- ❖ All St. Matthias facilities are non-smoking facilities. Smoking is only allowed 20 feet beyond the perimeter of any building.
- ❖ The restrooms behind the bazaar kitchen are available for use when renting the pavilion. Work with the parish office to arrange to borrow a key.