

## **St. Thomas Parish Center Rules, Regulations & Fees**

Person signing rental agreement shall be responsible for any costs associated with any and all abuses or damages incurred during the rental. Any violation of these rules and regulations will forfeit the deposit.

### **Definitions:**

*Parishioner* – any person registered with the parish office prior to scheduling arrangements of the parish center. This also includes young adults with immediate family registered at the St. Thomas Office.

*Non-parishioner* – any person that is not a registered member of the St. Thomas parish.

### **Rules & Regulations:**

- 1) Our parish hall is a non-smoking building; smoking is ***not*** allowed anywhere on the parish and school grounds.
- 2) Decorations in the parish hall are restricted to tables; no decorations are allowed on the walls or on the ceiling.
- 3) If kitchen towels are used they must be laundered and returned.
- 4) The throwing of rice, confetti, birdseed, or anything else is not allowed either on our parish grounds or inside the building.
- 5) Please note that renting party is responsible for cleaning kitchen area including putting up all tables and chairs, taking out the trash and spot mopping gym and kitchen areas. Renting party must also make sure all toilets are flushed, that there is no running water and that the outside is clear of cans and other trash. Any damage must be reported immediately. Failure to comply will forfeit the deposit to the St. Thomas parish.
- 6) Building must be vacated by 11:30 p.m. Everyone must be off the parish grounds by midnight.
- 7) If alcohol is present a *\$1,000,000.00 Special Events Certificate of Liability Coverage* must be provided 30 days in advance of the event. This may be obtained for \$75.00 from the Diocesan Insurance Office unless renter can provide proof of liquor liability insurance with the \$1,000,000.00 limit. No kegs or bottles.
- 8) Any organizations or special groups using the facility must provide a Certificate of Coverage and sign a Waiver of Liability
- 9) All deposits will be refunded within a month provided no damages have occurred.
- 10) St. Thomas Parish reserves the right to refuse the use of our parish center to any individual or group.

### **Rental Arrangements:**

- 1) All appointments are made with the parish secretary during the office hours of 7:30 a.m. – 3:30 p.m., Monday – Friday. Contact the office at 783-8741 to check availability.
- 2) Once the event is scheduled, a rental agreement must be signed and returned to secure that date. Full payment must be received 30 days prior to the event.
- 3) St. Thomas School and Parish events take precedence.

- 4) Parish center events can be set up after all school and/or parish events are completed. For example, set up for a wedding reception cannot occur until Friday afternoon when the school day has finished. When school is not in session, additional charges will apply if set up needs to take place prior to Friday and the facility is available.
- 5) Events may be scheduled up to, but not beyond, one year in advance unless an exception is granted by administration.
- 6) Once payment is received and the renter decides to cancel, the cancellation must be made four weeks prior to the event. If cancellation is made after the four weeks deadline, the deposit is forfeited to St. Thomas parish.

**Rental Fees:**

- 1) *Entire Building – Parishioner:*
  - a) Reunion/Special Events - \$175.00 rental plus \$50.00 deposit
    - i) The renting party has first choice of reserving the Parish Center for the next reunion up to one month after the present event.
    - ii) The exact month, day and year must be given at the time of the reservation.
  - b) Dinner and Reception - \$400.00 rental plus \$250.00 deposit
  - c) Dinner, Reception, & Dance - \$650.00 rental plus \$250.00 deposit
- 2) *Entire Building – Non - Parishioner:*
  - a) Reunion/Special Events - \$275.00 rental plus \$100.00 deposit
  - b) Dinner and Reception - \$550.00 rental plus \$250.00 deposit
  - c) Dinner, Reception and Dance - \$800.00 rental plus \$250.00 deposit
- 3) *Not-For-Profit*
  - a) Local Charity Fundraiser - \$25.00/hour (set-up and clean-up will need to be accounted for when determining final rate for event)
- 4) *Meeting Room(25-30 seating capacity)*
  - a) Bridal Showers/Baby Showers - \$25.00/hour
  - b) Small Family Events (1<sup>st</sup> Communion, Wedding Rehearsal Dinner, etc.) - \$25.00/hour
  - c) Birthday Celebrations - \$25.00/hour
- 5) *Non-School Athletic Events* - \$25.00/hour
- 6) *Family Celebrations*
  - a) Holiday Celebrations (Christmas, Easter, etc) - \$25.00/hour
- 7) *Other:*
  - a) No fees apply for parish committee meetings, parish youth events, parish senior citizens' activities, funeral dinners, parishioner's golden anniversaries, 75<sup>th</sup> (+ years) birthday celebrations or as approved by administration.