

GUIDELINES FOR USE OF ST. FRANCIS XAVIER PARISH FACILITIES

St. Francis Xavier Parish
220 S. Michigan Street
De Pere, WI 54115

1. A deposit will be required per below:

| | <u>Parishioners</u> | <u>Non-Parishioners</u> |
|----------------------------------|---------------------|-------------------------|
| Key, Security & Cleaning Deposit | \$ waived | \$80 |

If a key is issued, it is to be returned the first business day following the rental event. Normal parish office hours are 8:30a.m. - 3:30p.m. Monday through Thursday. **If the rented area is found to be in good order following the rental event, the Security & Cleaning Deposit will be refunded. (The deposit fee should be issued as a separate check for timely return.)**

2. A **Rental Fee** will be paid *in advance* of the rental event:

| <u>Parishioners</u> | <u>Non-Parishioners</u> |
|---|---|
| \$100 for a period of four (4) hours, or | \$130 for a period of four (4) hours, or |
| \$150 for the entire day (5 or more hours) | \$200 for the entire day (5 or more hours) |
| (*\$30 additional fee to rent Gym) | |

3. A representative of the organization or individual will make arrangements with the Parish Office for rental of the St. Francis Xavier Parish facility. The date, time, and areas of the facility to be rented will be established, a Responsibility Agreement signed, and Deposits paid prior to the rental event.
4. The facility will not be available for rent if there is a conflict with any parish or Notre Dame School function. In accordance with this policy, St. Francis Xavier Parish reserves the right to cancel, without liability, in the event of a conflict with a Notre Dame School or parish function.
5. Use of the facility is not to exceed 12:00 midnight.
6. Kitchen privileges are limited to use of the coffee pots only. Catered meals are permitted.
7. The organization or individuals renting the facility are completely responsible for the clean up, on the same day/evening of the rental function. Failure to adequately clean up will result in forfeiture of the Security Deposit.
8. The organization or individual renting the facility will be held responsible for any and all damaged or stolen St. Francis Xavier Parish property, and will agree to reimburse St. Francis for the same. In no manner shall St. Francis Xavier Parish be considered a sponsor of any event, and accordingly, the user of the facility will be solely responsible for lost, stolen, or damaged property of participants and shall hold St. Francis harmless for injury or claims for injury by participants except those caused by the unwillful conduct or negligence of an employee of St. Francis when acting in such a capacity.
9. The representative of the organization or individual renting the facility will take responsibility to insure that everyone has left the building after the conclusion of the rental event, and, if a key has been issued, that all doors of entry are securely locked.