

GUIDELINES FOR USE OF ST. MARY CATHOLIC CHURCH FACILITIES

**St. Mary Catholic Church
4805 Sportsman Drive
P.O. Box 70
De Pere, WI 54115-0070**

1. A deposit will be required for all groups:

	<u>Parishioners</u>	<u>Non-Parishioners</u>
Key, Security & Cleaning Deposit	\$50	\$80

If a key is issued, it is to be returned the first business day following the rental event. Normal parish office hours are 8:30am-3:30pm, 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 representative of the organization or individual will make arrangements with the Parish Office for rental of the St. Mary Catholic Church 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.

3. A Rental Fee will be determined and paid *in advance* of the rental event.

<u>Fr. Hietpas Social Hall</u>	<u>Parishioners</u>	<u>Non-Parishioners</u>
Groups up to 50 people	\$40 per hour	\$50 per hour
Groups up to 100 people	\$55 per hour	\$65 per hour
Groups from 100-250 people	\$65 per hour	\$75 per hour
<u>B101 Meeting Room</u> (Less than 25 people)	\$25 per hour	\$35 per hour

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. Mary Catholic Church 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 individual or organization renting the facility is completely responsible for the clean up on the same day/evening of the rental function. Failure to adequately clean will result in forfeiture of the Security Deposit.

8. The individual or organization renting the facility will be held responsible for any and all damaged or stolen St. Mary Catholic Church property, and will agree to reimburse St. Mary for the same. In no manner shall St. Mary Catholic Church 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. Mary harmless for injury or claims for injury by participants except those caused by the unwillful conduct or negligence of an employee of St. Mary when acting in such a capacity.

9. The individual or representative of the organization 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.