

ROOM USE POLICY

BASIC INFORMATION

Today's Date _____

Contact Name/Organization _____

Name of Initial Contact	Parishioner?	Diocesan?	Community?	Other (Explain)?
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Contact _____
 Phone _____ Address _____

Type of Event and Date _____

Attendees Expected _____

Event Time: Begins at _____ Ends at * _____ Room _____

**(Please refer to the 10:00 p.m. Rule below.)*

WHAT YOU MAY EXPECT FROM THE PARISH:

- The room you reserved will be clean and ready for your use.
- Trash containers will be available with replacement liners for your use.
- Agreed-upon special equipment will be in the room (e.g., TV-VCR, Marker Board, etc.).
- Come to the Parish Office on the day before your event for instructions on heat and air conditioning controls, lighting, room access, and to pick up a key, if needed.
- 10:00 P.M. RULE: THIS SERVICE IS A REQUIREMENT AND MUST BE ARRANGED IN ADVANCE. WE WILL PROVIDE A STAFF PERSON OR PERSONS TO BE ON-SITE FROM 10:00 P.M. UNTIL (AND NOT AFTER) MIDNIGHT AT AN ADDITIONAL FEE OF \$100.00.
- IF ARRANGEMENTS ARE NOT MADE IN ADVANCE THE ADDITIONAL CHARGE WILL BE \$150.00.
- *Please select one of the two options below with regard to the 10:00 p.m. Rule.*

AFTER-HOURS AGREEMENT ("10:00 P.M. RULE") OPTIONS

10:00 P.M. RULE - OPTION 1 - "OUT BY 10:00": We understand the 10:00 p.m. Rule, and by signing below, guarantee that the room we use will be clean and everyone will be out of the building by 10:00 p.m. This understanding includes caterers and their equipment, entertainers and their equipment, as well as all guests. Food, trash and decorations are to be removed from the building by 10:00 p.m., otherwise, the after-hours fee will increase to \$150.00.

(Parishioner Signature & Date)

(Madalene Staff Signature & Date)

10:00 P.M. RULE - OPTION 2 - "OUT BY MIDNIGHT": I understand the 10:00 p.m. Rule, and by signing below, request Madalene staff personnel to provide security and lock-up from 10:00 p.m. to midnight the evening of our reservation. This understanding includes caterers and their equipment, entertainers and their equipment, as well as all guests and attendees, and food, trash and decorations be removed from the building by midnight. The \$100.00 after-hours fee is payable in advance, no later than the week prior to the event at the Parish Office.

(Parishioner Signature & Date)

(Madalene Staff Signature & Date)

YOUR RESPONSIBILITIES:

- Any applicable DEPOSIT must be paid at the Parish Office within 72 hours of making your reservation.
 - Any applicable USE FEE is to be paid at the Parish Office the week prior to the event. You may bring this to the office when you pick up the key to the room.
- It is your responsibility to make arrangements with the Parish Life Office for the way you wish to have the tables and chairs set up for your event. This must be done AT LEAST one week in advance of your event. A drawing/sketch would be preferred.
 - Trash must be disposed of properly. This means all food and other waste products must be bagged and taken to the dumpster located behind the Parish Hall kitchen.
 - Tables, chairs, counter tops and floor must be free of any food particles and decorations before you leave. Mops and brooms are located in the kitchen broom closet on the south wall.
 - The room(s) must be clean, guests and workers out by 10:00 p.m. unless special arrangements are made in advance to remain in the building until midnight. (See your options on the other side for compliance with our special 10:00 p.m. Rule.)
 - Heat or air conditioning, lights and cleaned coffee makers are turned off, outside doors are all locked.
 - Return the key to the Parish Office on the 1st business day following.

EMERGENCY PHONE NUMBERS TO REACH PARISH STAFF PERSONNEL
 MONDAY-FRIDAY (9 AM - 5 PM): 744-0023 (PARISH OFFICE)

AFTER-HOURS AND WEEKENDS:
 CALL **DEACON ROBERT DEWEESE** 254-1740 - OR **BECKY GROSSMAN** 284-6827- OR **PARISH RECTORY** 744-9494

Breaks, damage, malfunctions or problems of any kind should be reported to the Madalene staff. Please leave a visible written note or call the parish office at 744-0023 and leave a message.

ROOM USE FEE:

Parish Hall (accommodates groups up to about 120 people) \$100.00 Refundable Damage Deposit + \$100.00 Use Fee
 Parish Hall for small group under 50 people. \$ 50.00 Refundable Damage Deposit + \$ 50.00 Use Fee
 Classrooms (groups up to 30 people) \$ 25.00 Refundable Damage Deposit + \$ 25.00 Use Fee