



PARISH HALL TERMS AND CONDITIONS

1. **Hours:** The Parish Hall is available for use between the hours of 8:00 am and 10:00 pm. All events MUST stop playing music by 10:00 pm. _____ (INIT)
2. **Smoking:** Smoking is NEVER permitted on the St Mary Parish campus. _____ (INIT)
3. **Moral Conduct:** The Parish Hall is on consecrated church grounds. Therefore, any lewd or morally offensive behavior is NOT ACCEPTABLE, and will be a cause to terminate the Facility User's Event. If necessary, police assistance will be used. _____ (INIT)
4. **Reservation policy:** A deposit of 50% of the total amount of the donation is required to reserve the event's date. The deposit will reserve the date up to 30 days prior to the event. A meeting with the Facility Manager and Security will be required no more than 30 days before the event at which time the final arrangements will be made and the balance of the donation will be due.

St. Mary Parish reserves the right to modify the fees charged for the use of the Hall and facilities annually. Any reservations longer than 12 months are tentative, and must be re-evaluated at the 12 month mark prior to the event for possible price increase. The requestor will be notified at least 12 months in advance of the reserved date. At that notification, if the requestor decides that the price increase exceeds their budget, the full deposit will be reimbursed. The cancellation policy will apply for any other cancellation decisions. _____ (INIT)
5. **Cancellation policy:** Refund of the Facility donation can only be made if the event is cancelled sixty (60) days prior to the reserved date. A \$150.00 non-refundable cancellation fee will be assessed. If the cancellation is made within 2 weeks of the event, the cancellation fee will be \$250.00. _____ (INIT)
6. **Supervision of Minors:** When minor children attend an event, the ratio of adults to minor children needs to be a minimum of one adult for every 10 children. Children MUST BE supervised at ALL TIMES. _____ (INIT)
7. **Set Up Policy:**
A floor usage plan will be agreed upon by the Facilities Manager and the Facility User at the time of the event agreement. The Facilities Manager must approve all decorations. Nothing shall be attached or nailed to the walls, floor or any other part of the building. NO CONFETTI or GLITTER is allowed, nor are flower petals, or chocolate wedding bells allowed on the tables or floor. NO FOG/SMOKE machine is allowed. The use agreement allows for 2 hours prior to the event for decorating and set up at no additional cost. Additional decorating and set-up time can be arranged for an ADDITIONAL donation of \$25.00 per hour. _____ (INIT)
8. **Clean Up Policy:**
One hour will be allowed after the event ending time for clean-up and removal of the User's property. The On-site Event Manager will review a clean-up checklist with the Facility User at the end of the allowed clean up time to ensure satisfactory compliance. _____ (INIT)



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9. Insurance Policy:

The Facility rental fee includes payment of an insurance premium, which protects the Facility User and St Mary Parish during the scheduled event. St Mary Parish is the recipient of all insurance claims paid. _____ (INIT)

10. Alcohol:

Alcohol is allowed for 5 hours during the event. A licensed bartender is required for all events that serve alcoholic beverages. Drinking outside of the Parish Center, such as in the parking lot or in cars parked around the Parish campus, is **NOT PERMITTED. MINORS ARE NOT ALLOWED TO DRINK ALCOHOL ON PARISH PROPERTY.** Violation of this Term is a cause to terminate the event. _____ (INIT)

11. Parking:

The parking lot located south and west of the Parish Hall is designated for Parish Hall events. If additional parking is needed, guide guests to the parking overflow area on 13th Ave. _____ (INIT)

12. Posters and Signage:

No street signage, posters or balloons are allowed announcing the event. Nothing can be attached to the St Mary Church Parish Hall street signage or property. _____ (INIT)

13. Excessive Trash and Cleaning:

If trash from the Facility User’s event exceeds the trash bin capacity, an additional donation of \$50.00 for excessive trash will be deducted from the Cleaning / Damage deposit.

Cleaning requires the wiping down of all tables used and surfaces of the kitchen. It also includes in the kitchen the washing and drying of the steam table pans, all of the appliances used, and the wiping down and emptying of the materials in refrigerators and freezers. _____ (INIT)

14. Check Return Policy:

If a check is returned for any reason, a \$50.00 charge will be applied. If there are two occasions of a returned check, only cash or a cashier’s check will be accepted. _____ (INIT)

15. Merchandise Sales:

No merchandise is to be sold at an event. The exception is for Guest Speakers’ DVD’s, CD’s or books. No other vendor merchandise is allowed. _____ (INIT)

16. Final Arrangements Meeting:

The agreed upon date for the meeting to discuss the Final Arrangements for the event is:
 _____/_____/_____ at _____ AM/PM _____ (INIT)

I understand and agree to the Terms and Conditions for the use of the Parish Hall.

Facility User’s Signature	Date
Parish Representative’s Signature	Date