



## PARISH FACILITY USAGE POLICIES AND FEES EFFECTIVE JULY 1, 2019

**HALL RENTALS** – Parish hall facilities may be leased to registered parishioners for Saturday and Sunday events for a 4-hour period at a rental rate of **\$200** per event (which includes a **\$50** maintenance fee) plus a certificate of liability insurance.

- The hall must be booked at least two weeks in advance of an event with receipt of Certificate of Liability Insurance and Rental Agreement. Halls are generally available Saturdays and Sundays between the hours of 11 am and 6 pm. Check with parish office for availability and time restrictions.
- The maintenance fee will include unlocking and locking the facility, garbage removal, and general cleanup.

**WEDDINGS** – Parish church facilities are available to registered and non-registered parishioners for ceremony and rehearsal purposes. The church fee for a registered parishioner is **\$300**; non-registered parishioner is **\$600**. This does not include hall rental.

- The church is available on Friday evening for the wedding rehearsal. This does not include hall usage. The church will be unlocked/locked by wedding coordinator.
- The church will be available on Saturday beginning at 11:00 am and will be available until 3 pm for photos, etc. The church hall will be available for dressing and storing items needed for wedding ceremony. All items must be removed from the hall and all decorations from the church following the wedding ceremony. Absolutely **NO GLITTER** is permissible inside the church facilities. The facilities will be unlocked and locked by the wedding coordinator.
- A rental agreement will include designation of a responsible party to oversee the removal of wedding decorations and personal items from the facilities and must be signed by the wedding couple.

**QUINCENÉRAS** - Parish church facilities are available to registered and non-registered parishioners for ceremony and rehearsal purposes. The church fee for a registered parishioner is **\$200**; non-registered parishioner is **\$300**. This does not include hall rental.

**FUNERALS** – The church fee for a funeral is \$300 for both parishioners and non-parishioners. Funeral ceremonies are scheduled and arranged through the Parish Funeral Coordinator in conjunction with the funeral home. The church hall facility is available to all parishioners for luncheon use along with a **\$50** fee for maintenance.

**BAPTISMS** – Parish church facilities are available free of charge for those receiving the Sacrament of Baptism. There will be a **\$50** requested donation for use of church hall for celebration gatherings.

**FINANCIAL NEED-** If you are planning a funeral or wedding and are facing a financial hardship, please contact Fr. Gilbert directly. He will be happy to meet with you to discuss how we can assist you.

**COURTESY HALL USE** - Parish facilities are available as a courtesy for use by Parish Committees and Catholic Organizations at no charge. Hall usage must be scheduled at least two weeks in advance through the parish office and a designated person must be assigned to oversee the function/event. Contact the parish office to determine availability.

- The organization or committee will be responsible for unlocking/locking the facility.
- The organization or committee will be responsible for all clean-up including garbage removal.

**Fr. Gilbert Mascarenhas, SAC**  
**Pastor**  
**June 8, 2019**