



PARISH FACILITY USAGE POLICIES AND FEES

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 the 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.

QUINCEÑERA - 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 – Parish church facilities are available as a courtesy to registered and non-registered parishioners for funeral ceremonies which are scheduled and arranged through the Parish Funeral Coordinator. The church hall facility may be available to parishioners as a courtesy with a requested **\$50** donation for maintenance. Arrangements must be made through the Funeral Coordinator.

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. Arrangements must be made through the Baptism Coordinator.

COURTESY HALL USE - Parish facilities are available as a courtesy for use by Parish Committees/Ministries and affiliated Catholic Organizations at no charge. Hall usage must be scheduled at least two weeks in advance through the parish office. A License Agreement must be signed by an authorized user overseeing the function/event and a Certificate of Liability Insurance must accompany the agreement and will remain on file in the parish office. Contact the parish office to determine availability.

- The organization or committee will be responsible for unlocking/locking the facility. (Certain exceptions may apply)
- The organization or committee will be responsible for all clean-up including garbage removal.

Rev. Gilbert Mascarenhas, SAC, Pastor

Effective July1, 2019

Revised September 12, 2019