

RENTERS GUIDELINES

General Rules and Restrictions

Immaculate Conception Parish reserves the right to refuse usage of these facilities to any individual or organization.

Hours of Availability – All Parish Center facilities shall be available for rental during the following days and times:

DAY	HOURS
Sunday	1:00PM to 11:00PM
Monday through Thursday	6:00PM to 11:00PM
Friday	6:00PM to Midnight
Saturday	8:00AM to 4:00PM, 6:30PM to 1:00AM

No rentals on Easter weekend, Christmas Day or Thanksgiving Day.

All parish center facilities are smoke free. The only designated smoking areas shall be outside the main entrances on both levels.

If alcohol is being served our bartenders must be used. Each bartender will receive a fee of \$50 payable directly to the bartender that evening. A minimum of two bartenders will be required for any event where alcohol is being served. The Parish Center Manager will determine how many bartenders are required based on the size of the anticipated attendees.

All set-up and clean-up shall be accomplished only by Parish Center personnel.

No tacks or tape shall be allowed on any walls in the Parish Center, except where tack strips are installed. Tack strips shall only be affixed to walls in meeting rooms on the lower level. All decorations used in the gymnasium must be free standing or placed on the tabletops. All decorations and materials used to fasten them must be removed immediately following the conclusion of the activity.

Renter and caterers shall be allowed to use the kitchen and galley as a staging area only. Renters and caterers shall not be allowed to use the kitchen or galley for food preparation.

During rentals use of the stage area shall be restricted to disc jockeys and bands. No seating shall be allowed on the stage. DJ's or bands shall not be allowed to use our public address system.

The person signing the rental agreement shall be responsible for the conduct and actions of all guests, caterers, disk jockeys and bands they hire or invite to attend their events.

FEE STRUCTURE

Definition of Renters status:

Active Parishioner Since we are a Stewardship parish our facilities are available for rental at a reduced rate for Active Parishioners. An Active Parishioner is any registered parishioner who has contributed Time, Talent or Treasure during the last calendar year.

Non Parishioner Any renter who is not an Active Parishioner at Immaculate Conception Parish

Gymnasium (Maximum occupancy 500)

<u>Renter</u>	<u>Security Deposit</u>	<u>Base Fee</u>
Active Parishioner	\$200	\$350
Non Parishioner	\$200	\$550

Room A (Maximum occupancy 200)

<u>Renter</u>	<u>Security Deposit</u>	<u>Base Fee</u>
Active Parishioner	\$100	\$150
Non Parishioner	\$200	\$350

Meeting Rooms A1 or A2. (Maximum occupancy 40)

<u>Renter</u>	<u>Security Deposit</u>	<u>Base Fee</u>
Active Parishioner	\$0	\$50
Non Parishioner	\$0	\$75

Meeting Rooms A3 (Maximum occupancy 50)

<u>Renter</u>	<u>Security Deposit</u>	<u>Base Fee</u>
Active Parishioner	\$0	\$75
Non Parishioner	\$0	\$100

**Meeting Rooms A2 and A3 or A1 and A2
(Maximum occupancy 100)**

<u>Renter</u>	<u>Security Deposit</u>	<u>Base Fee</u>
Active Parishioner	\$0	\$100
Non Parishioner	\$0	\$150

PAYMENT POLICIES

If so designated a renter must pay the security deposit to reserve a room for a specific date. This shall not be refunded unless the event is cancelled at least 30 calendar days prior to the scheduled date. The security deposit shall be refunded after the event if no damages occur. A refund check shall be issued no later than two weeks after the event or the deposit will be deducted from the liquor bill the night of the event.

All fees are due in full at least 30 calendar days prior to the event. If the rental fee is not paid in full by the due date the event will be considered cancelled.

If alcohol is being served our bartenders must be used. Each bartender will receive a fee of \$50 payable directly to the bartender that evening. A minimum of two bartenders will be required for any event where alcohol is being served.

It is recommended that all payments be made by check. Checks for all rental fees and supplies should be made payable to Immaculate Conception Parish Center.

All renters are required to sign a hold harmless form approved by the Archdiocese of St. Louis prior to the facility usage. If the facilities are being used by a business the business must also provide a certificate of liability insurance in the amount as set by the Archdiocese of St. Louis.