

St. Francis Xavier Hall Rental Policy – Revised February 2013

Xavier Hall is available for rent to all St. Francis Xavier **Parishioners**.
The gym will not be rented out.

The occupancy of the hall is 300.

All parish facilities are **non-smoking**.

Parking will be in the lower parking lot, north of the school and entrance to the facilities will be from that parking lot. The service drive on the south side of the hall is for loading and unloading only. This service drive is considered a FIRE LANE and must be kept open as much as possible.

Alcohol may only be served from the auxiliary kitchen area. Absolutely no alcohol is to be served to minors nor should there be minors in possession of alcohol at any time. Alcohol may not be sold.

Hall rental shall end by 12:00 a.m. unless otherwise arranged. Everything needs to be cleared out 30 minutes after the rental ends.

Wedding anniversary celebrations of 25 years or more will not be charged a rental fee for a dinner and/or reception, but will have to pay a \$300.00 security deposit which is refundable if no damage is done while renting and a \$200.00 clean up fee if the renter does not want to do the clean up immediately after the event.

Small social events (under 100 people) such as showers may also be held by **parishioners** at the hall, with a rental fee of \$125.00 and a time limit of 4 hours. A \$125.00 security fee must be paid upon booking. This fee will be refunded if nothing is damaged and the hall is returned to its original clean state.

All fundraisers need to be approved by the Parish Council prior to booking.

The renter will choose an on-call facilitator from the list provided at the parish office. This person will assist with any problems the renter may encounter during the use of the hall. Arrangements for compensation to the facility manager(s) must be made by the renter. There is a suggested compensation rate of \$8.00 per hour per manager. This is only a suggestion. Final arrangements are between the renter and the facility manager(s).

On-call facilitator – during daytime hours until 6 p.m.

On-premise facilitator - for dance after 6:00 p.m.

If a renter chooses to use the kitchen facilities, the dish rags, towels, and dish detergent must be supplied by the renter. If used the renter will be responsible for cleaning all surfaces including the stoves. Items should also be returned to where they belong and all leftovers should be removed from the refrigerator.

AVAILABILITY AND DECORATING

Access will be granted to the hall and/or the kitchen the evening prior to the event provided it is not scheduled for another event. Access on school days must be after 4:00 p.m. The keys may be picked up after 3:00 p.m. at the parish office on the Friday preceding the event. Decorating materials may **not** be attached to the ceiling or walls. They may only be attached to designated mounting strips. If candles are used, they must be in glass containers. You must supply your own ladders, extension cord, etc. for your event.

MUSIC

Please coordinate with your music provider (DJ, band, etc.) when the facility will be unlocked to set up for your event. The music provider must provide all necessary supplies and abide by all decorating rules (i.e.: tape needed to secure extension cords, cords cannot be hung from ceiling, etc.)

SECURITY

There is to be no alcohol service in the parking lot. Renter must understand that the parish supports the enforcement of all state and local laws and has asked to have all applicable laws enforced. The Cole County Sheriff's Department and city police will be notified of all events and be asked to drive by.

CLEAN-UP

Clean-up fee if performed by the parish will be \$200.00. It is due 30 days before the event.

If renter wishes to do the clean-up the following tasks need to be done immediately after the event is over. The Renter should ask the facilitator where cleaning items are located.

- ___ Clean bathrooms – empty trash, clean toilets, sinks, mirrors and mop floors.
- ___ Pick up all trash and empty all trash cans in the outside dumpsters. Put new Trash liners into trashcans and return trashcans to the hall.
- ___ Wipe down all tables and chairs. Fold chairs and place on top of tables.
- ___ Sweep and mop the entire dining room, the kitchen area, the hallways and bathrooms.
- ___ Make sure all trash is picked up in parking lot and around the facility.

	RENTAL FEE	HOLDING FEES
Dinner, Reception & Dance	450.00	200.00 non-refundable at booking balance due- 30 days prior to event*
Dinner, Reception	350.00	200.00 non-refundable at booking balance due- 30 days prior to event*
Reception Only	300.00	200.00 non-refundable at booking Balance due 30 days prior to event*
Dance Only	400.00	200.00 non-refundable at booking Balance due 30 days prior to event*
Shower /small event	125.00	125.00 refundable if no damage is done during event.

*An additional \$300.00 security deposit will be paid 30 days prior to the event which will be returned if no damage was done to the facilities during the renting period. Should there be any damage reported and the cost of necessary repairs exceed the security deposit the renter shall pay the difference within 30 days. Facility Managers will determine the condition of the premises and report to the parish office.

St. Francis Xavier Parish shall not be held responsible for any accidents.

Approved by St. Francis Xavier Parish Council
January 9, 2013

**St. Francis Xavier Parish
Taos, Missouri
Hall Rental Agreement**

This agreement is made and entered into this _____ day of _____ in the year _____ by and between St. Francis Xavier Parish, herein referred to as "Parish" and _____, herein referred to as "Renter".

Premises

The Parish agrees to rent for a limited use a portion of the building located at 7307 Route M Taos, Missouri, herein referred to as "Premises", to Renter for the sole purpose of:

Wedding (last names i.e.: Smith-Jones) _____

Anniversary (year –i.e.: 25th, 30th, etc.) _____ last name _____

Other _____

Facilitator: _____

Caterer: _____

Rental includes the public use areas. Public use areas are the hallways and bathrooms off the main hallway. The rental does **NOT** include the social room or gymnasium.

RENTAL PAYMENT

Rental fees: \$ _____ due 30 days prior to event

Security Deposit: \$ _____ due 30 days prior to event

Clean-up fees: \$ _____ due 30 days prior to event

Total due the parish: \$ _____ at booking

\$ _____ 30 days prior to event

Renter hereby agrees to pay all cost of collection incurred by the Parish, including reasonable Attorney's fees and court costs, if Renter defaults under any of the terms of this policy agreement.

Rental Date & Time: _____

BY: _____

(Parish Representative)

(Renter)

(Address of Renter)

(Renter's home phone number)

(Renter's cell phone number)

Date: _____

Amount Received: \$ _____

Balance Due: \$ _____