

St. Francis Xavier Parish Xavier Hall Rental Policy – Revised 2019

All rentals or fundraisers outside of school functions, need to be approved through the Parish Office prior to booking.

Xavier Hall is available for rent to all **St. Francis Xavier Parishioners**.

Rentals only include the public use areas. Public use areas are the hallway, bathrooms off the main hallway and Xavier Hall. The rental does **NOT** include the commons room, classrooms, concession area or gymnasium.

The occupancy of the hall is 300 persons.

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

There is to be no alcohol served or consumed in the parking lot or on the Parish grounds.

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.

Alcohol will be allowed in Xavier Hall, however 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.

Parking is in the lower school parking lot and entrance into the hall will be through the double school doors. The service drive on the south side of the building is for loading and unloading supplies only. The service drive is considered a **FIRE LANE** and must be kept open as much as possible. *****St. Francis Parish shall not be responsible for theft/property damage while attending a rental or event.**

Rental fee for the hall is \$300.00 plus a \$150.00 security deposit (refundable). The security deposit fee will be refunded if nothing is damaged, cleaned and the hall is returned to its original state. All fees must be paid in full before receiving a key.

Wedding anniversary celebrations of 50 years or more and birthday celebrations of 85 years and older will not be charged a rental fee, but will have to pay the \$150.00 security deposit, which is refundable if no damage is done while renting and is clean upon leaving.

The kitchen area is to be used only for catering set up, not food preparation. If a renter chooses to use the kitchen area for set up, dish rags, towels, and dish detergent must be supplied by the renter. The renter is responsible for cleaning all surfaces used during the rental. All items should be returned to where they belong, and all supplies should be removed from the refrigerator.

Hall rental shall end by 11:00 p.m. Everything needs to be cleared out, cleaned and all doors are to be closed and locked by midnight.

ACCESS

Access will be granted to the hall the evening prior to the event provided it is not scheduled for another event. Access on school days must be after 5:30 p.m. Keys can be picked up 8:00 a.m. - 5:00 p.m. at the parish office on the Thursday or Friday preceding the event. Always call prior to picking up to make sure the keys are ready and available.

DECORATING

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

The renter is to coordinate with their music provider (DJ, band, etc.) when the facility will be unlocked for them to set up for the event. The music provider must provide all necessary supplies and abide by all decorating rules.

CLEAN-UP

Clean-up will be performed by the renter/facilitator immediately after the event is over. The renter is responsible for the following items:

- Bathrooms – Empty trash can and clean up messes.
- Pick up all trash and empty all trash cans in the dumpsters at the end of the parking lot.
- Wipe down all tables and chairs. Fold chairs and place on top of tables.
- Make sure all trash is picked up in parking lot and around the facility.
- Sweep floors
- Clean up all spills and mop area if needed.
- Remove all decorations.

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

Please Initial All Statements Below:

Renter/Facilitator Initials

_____ **I the parishioner who has rented the hall will be the acting facilitator for the rental.**
I will assist with any problems that may be encountered during the use of the hall and is
required to be at the hall for the duration of the rental.

_____ I understand the \$150.00 security deposit is required which will be returned if no damage was done to the facility during the rental 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.

Approved by St. Francis Xavier Parish Council – Dec. 12, 2019

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

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".
(Parishioner/Renter/Facilitator)

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:

Rental Date: _____ Time: _____

Birthday: (year – 85+) _____ Name: _____

Anniversary: (year – 50+) _____ Name: _____

Other: _____

Caterer (if applicable): _____

Renter Name: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

| RENTAL PAYMENT | | Amount Received | Date |
|-------------------|------------------------|-----------------|-------|
| Rental fees: | \$300.00 | \$ _____ | _____ |
| Security Deposit: | \$150.00 (refundable) | \$ _____ | _____ |
| | Total Amount Received: | \$ _____ | _____ |
| | Amount paid in full | | _____ |

Paid by: Cash or Check # _____