

Holy Cross Parish Center Rules, Booking Arrangements & Fees

INTRODUCTION

1. **Parishioner** – means all those persons registered with the Parish office prior to any booking arrangements of the Parish Center. This also includes young adults with immediate family (parent of bride or groom) registered at Holy Cross Parish.
2. **Non-Parishioner** – means all those who are registered members of St. Joseph's Olney, and St. Joseph's Stringtown.

Initial each line to acknowledge understanding.

I. RULES

1. _____ Holy Cross will hold the person signing the rental contract responsible for any damages incurred during the rental period. The renter will automatically forfeit any deposits, if any damages (to be determined by our Facilities Coordinator) are done to the Parish Center building inside or outside, and/or Parish property. If damages exceed the deposit, renting party will be liable for all damages.
2. _____ Deposit money will be cashed by the Parish. Unused portion of deposits will be refunded within a month (30 days) of the event date, provided no damages are found.
3. _____ Rental contract ends at 11:00 p.m. Guests must be off the Parish grounds by midnight. Cleanup should be finished by 1:00 a.m.
4. _____ If alcohol is served at the event, as required by the Diocese of Belleville, the renter will be responsible for a million-dollar special event insurance policy and the \$95.00 fee for this policy. The Parish will provide the application form. Proof of the policy must be obtained at least thirty (30) days in advance of the event.
5. _____ Our Parish Center is a non-smoking building; smoking is not allowed anywhere in the building. Smoking is only allowed on the north side of the building.
6. _____ Allowed:
 - Decorations on tables
 - Use of coffee machine (bring your own coffee)
 - Use of patio coolers (2 available)
 - Use of round tubs (3 available)
 - Use of round beverage coolers for non-alcoholic beverages only (renter should provide personal cooler for any alcoholic beverages)
 - Purchase of ice for .75/bag (pay after event)
 - Free standing decorations
 - Up to 400 guests (total building capacity)
1. _____ Not Allowed:
 - Throwing of rice, confetti, birdseed anywhere on Church/Center grounds
 - Decorations attached with staples, tacks, tape, or command sticks on walls, woodwork, ceiling, windows, window treatment
 - Removing current wall or other Center decorations
 - Removing curtains
 - Attaching anything to the "memorial wall"
 - Portable stages or risers
 - Removal of tables & chairs from the building

Holy Cross Parish Center Rules, Booking Arrangements & Fees

- Leaning items on Center walls
 - Sitting on tables
2. _____ Holy Cross Parish reserves the right to refuse the use of our building to any individual or group.
 3. _____ Wedding rentals Center only be granted for Catholic recognized wedding ceremonies.

II. BOOKING ARRANGEMENTS

1. _____ Call the Administrative Assistant at the Parish Office at 618-752-5671. Do not call the Parish Priest.
2. _____ Weddings may be booked up to, but not beyond, two (2) years in advance. All other events may be booked one (1) year prior to event.
3. _____ Once the event is booked, a rental agreement must be signed and returned with the deposit within 10 days to hold that date. Full payment must be received 30 days prior to the event.
4. _____ Once payment has been received, if the renter wishes to cancel, the cancellation must be made four (4) weeks prior to the event. If cancellation is made after the four (4) week deadline, the deposit is forfeited to Holy Cross Parish and the rental fees will be returned within 30 days.