

**St. Robert Bellarmine Catholic Church
James T. Mainelli Parish Center**

Rental Procedures for Other than Parish Organizations.

There are 5 individual rooms available within the Parish Center available for up to 4 hours use. Various sizes are available and the rental fee is \$250.00 to \$300.00 per room. Individual needs can be discussed with the Parish Center Manager. When using the Individual rooms, other groups could be in the Parish Center at the same time.

The fees for use of the entire Parish Center are:

1. St. Robert Bellarmine Parish Member	\$1,200.00 (> 4 Hours) or \$150/Hour
2. Non-Parish Member	\$1,500.00 (> 4 Hours) or \$200/Hour
3. Corporate Organization	\$1,500.00 (> 4 Hours) or \$200/Hour
4. Non-Profit Organization	50% off the above rates

The following services are provided to the lessee.

- Tables and chairs will be placed as directed by the lessee and removed after the scheduled event. Tables and chairs will be clean.
- All utilities are provided. However, any power failure is not the responsibility of St. Robert Bellarmine Catholic Church.

The following applies to any events scheduled at the J. T. Mainelli Parish Center.

- Depending on the size of the event, security may be required, and if so, it must be arranged through the lessor and the additional cost will be the responsibility of the lessee.
- All decorations, supplies and any equipment associated with the event must be removed from the Parish Center within 60 minutes after the conclusion of the event.
- No confetti, glitter dust or similar materials may be used for decorations.
- Staples or nails may not be used to attach anything such as skirting to the tables.
- No smoking is permitted in the building.

The use of alcohol, at any event, must be approved by the parish center manager.

- If liquor is served at the event, no liquor can be served after 11:30 P.M., and the scheduled event must end no later than 12:00 A.M. (Midnight).
- Alcohol dispensing must be done by professional bartenders.
- No decorations may be attached to any wall surfaces in the Parish Center.

- **All decorating plans must be discussed with and approved by the Parish Center Manager.**
- **Any food catered for the event must be arranged with a caterer approved by the Parish Center Manager.**
- **A security deposit equal to 25% of the rental fee shall be required. There will be a walk through before and after the rental event with the manager or his representative. Any damages, including scratches, burns, broken chairs, wallpaper damage,-etc. will be noted, and the dollar cost determined will be deducted from the security deposit to the extent that the deposit covers the expense. Any costs In excess of the security deposit will be billed to the individual named on the rental agreement. The contract provides for the reimbursement from that individual for such damages.**

St. Robert Bellarmine Catholic Church has a set of china, glassware and flatware (silverware) available for rent. The charge is per item. The parish center manager will provide the price list upon request. Audio visual equipment is available for rent.