

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

Rental Rules and Practices for Parish Organizations

- **There will be no charge for the use of the kitchen, tables, chairs, china, glassware or silverware (flatware).**
- **Before any event the person in charge of the event should meet with the parish center manager for instructions.**
- **There will be no charge for set-up or cleanup. However, the user group will be responsible for cleaning the Parish center to its pre-use condition and tables and chairs must be returned to the original position. Trash should be placed in dumpster and tables and chairs wiped clean.**
- **If the parish organization chooses to provide food service, no caterer will be required. The user group must clean the kitchen.**
- **No confetti or glitter dust or similar materials can be used.**
- **No decorations, signs or other materials may be glued, nailed, taped or attached to any walls. All decorating plans must be discussed with the Parish Center Manager and approved.**
- **Nothing should be hung from the ceiling or chandeliers.**
- **Plans for removal of decorations and supplies used by the user organization must be scheduled with the Parish Center Manager to guarantee timely removal.**
- **No smoking is permitted in the building at any time.**
- **Nails or staples may not be used to attach skirting or anything to-the tables.**
- **Tables and chairs will be set in place as requested by the user organization prior to the scheduled event.**
- **If a caterer is to be used, the caterer must be approved by the Parish Center Manager and must provide evidence of insurance to the parish center manager.**
- **Any plans to use or dispense any alcoholic beverages on the premises must be discussed with and approved by the Parish Center Manager.**
- **The user organization should advise the parish center manager when the doors need to be unlocked.**