

Facility Rental Fee Schedule - Per Day

Size of Group	Each Classroom		Hall/Gym/Stage		Kitchen		Kitchenware		Audio/Visual Equipment		Church
	Parishioner	Non-Parishioner	Parishioner	Non-Parishioner	Parishioner	Non-Parishioner	Parishioner	Non-Parishioner	Parishioner	Non-Parishioner	Non-Parishioner
< 50	\$25.00	\$50.00	\$50.00	\$100.00	\$50.00	\$100.00	\$50.00	\$75.00	\$25.00	\$50.00	\$300.00
50 - 99	\$25.00	\$50.00	\$100.00	\$200.00	\$100.00	\$150.00	\$65.00	\$100.00	\$25.00	\$50.00	\$300.00
100 - 150	\$25.00	\$50.00	\$150.00	\$300.00	\$150.00	\$200.00	\$80.00	\$125.00	\$25.00	\$50.00	\$300.00
> 150	\$25.00	\$50.00	\$200.00	\$400.00	\$200.00	\$250.00	\$95.00	\$150.00	\$25.00	\$50.00	\$300.00
Refundable Deposit	\$100.00		\$100.00		\$100.00		\$100.00		\$100.00		\$100.00
Totals											

* Parish Fee is per event/day and does not include the requirement of proof of insurance, as outlined in Facility Rental Agreement.

- ❖ A parishioner is defined as a registered, active, and contributing member for at least one year at Saint Anthony Parish.
- ❖ Reservations and arrangements must comply with Saint Anthony Facility Rental Agreement and Fee Schedule.
- ❖ All Fees and deposits are to be paid at least thirty (30) days prior to the event date requested.
- ❖ Key to the facility must be picked up at the parish office during regular office hours and returned prior to security deposit release.
- ❖ All functions involving the use of the kitchen must be supervised by the lessee.
- ❖ Cleaning must be completed, as per checklists, prior to inspection.
- ❖ It is the responsibility of the lessee to assure that the facility is properly cleaned and set up, as it was prior to the event, immediately afterward. Failure to do so will result in the forfeiture of the facility use deposit(s).

Suggestion: A smartphone photo of the room can be very helpful in returning rooms to prior set-up!

Parish Contact Information

Saint Anthony Catholic Church
 PO Box 32
 Laurel, MT 59044
 (406) 628-7182
paduaoffice@gmail.com

Renter Contact Information

Name _____
 Address _____

 Phone _____
 Email _____

Policy Effective October, 2023