

ST. JEROME CATHOLIC PARISH RENTAL GUIDELINES

St. Jerome Parish and School facilities are available for use by parish organizations, registered parishioners subject to the following guidelines or restrictions:

- I. The school calendar will be reviewed before scheduling any event.
- II. Reservations for use of the school gymnasium is to be arranged with the Parish Office. "Hold" of a specific date will be for one (1) week, at which time confirmation must be made.
- III. Anyone renting usage of the kitchen can only use the following items: Sink & Prep areas, restrooms, Oven, Stove, and Refrigerators.
- IV. Use of the stage area is not permitted unless pre-approved by Parish Office, Principal or Pastor of parish.
- V. The closing hour for St. Jerome rental facilities is 9:00 PM, unless otherwise authorized. Deviation from this "closing hour" clause will cause forfeiture of the rental deposit.
- VI. The rental party/persons must leave the rented room clean, and everything must be left in good operating condition and returned to its proper place. If St. Jerome staff determines that the rental party has not properly cleaned or maintained the used areas, items, or equipment, the rental party will be charged a cleaning fee at the rate of \$25 per hour and/or will be billed for any equipment or facility repairs necessary for replacement.
- VII. If an extra garbage pick-up is required, \$50 will be deducted from the deposit fee.
- VIII. At NO time are doors to be blocked open.**
- IX. All parish facilities have been declared **SMOKE FREE/VAPE FREE**. Everyone is required to honor this policy. Smoking/Vaping in facilities will be a loss of the deposit fee.
- X. Sale of alcoholic beverages at functions in the facility is prohibited in facility.
- XI. Prior to leaving the premises, all groups using the facility will be responsible for the following (**refer to checklist below/next page**):
- XII. Emergency contact number (call): 920-623-3753

CHECK LIST AT THE END OF ACTIVITY

In order to ensure security of the building, we are asking you to please check off the items below as you attend to each item applicable to the area that you have rented. Thank you!

ST. JEROME CATHOLIC PARISH RENTAL GUIDELINES

_____ Clean and sweep all floors in Gymnasium, Kitchen and Restrooms (Boom and Mop with bucket will be located in the locker room).

_____ Make sure kitchen door window is shut.

_____ Wipe any spills and counters, if necessary.

_____ If any items were put in the refrigerator, make sure they are taken out.

_____ All tables and chairs must be cleaned and returned to proper storage place.

_____ Area must be cleaned, all garbage and recyclables taken out to the dumpster.

_____ Bathrooms are in good condition!

_____ All lights and running water are turned off.

_____ All appliances are turned off.

_____ Sign below - above items have been checked and found in acceptable condition.

_____ Please note anything that needs attention or anything damaged during rental:

(Person in Charge)

(Date)