

Reservation Guidelines for St. Albert the Great

(Updated Jul 28, 2022)

St. Albert the Great reserves facilities according to the following priority list:

1. **Liturgical:** This includes masses, confessions, sacraments and group devotional prayer activities
2. **Formation:** This includes religious education classes for children and teenagers. This also includes sacrament preparation for all ages. This also includes Adult Faith Formation through classes like Discipleship U.
3. **Ministries:** This includes any group defined as a parish ministry for their meetings, retreats or events.
4. **Diocesan Liturgical events:** This includes any events requested from the Diocese.
5. **Personal:** A registered parishioner is able to rent the Parish Hall or Parish Activity Center for a private event depending on facility availability. We RARELY are able to rent spaces due to the four previous priorities. We do NOT rent facilities to anyone who is NOT a registered parishioner.

Facility Reservation Policy:

We are only able to rent facilities once the liturgical, formation and ministry calendars are finalized each year. This means we normally can only rent facilities a maximum of six months in advance.

Parish Hall: \$800.00 for four hour facility use not including set-up and take down. Party reserving is responsible for set-up (2hrs allotted), take down and clean-up (1hr allotted). Event needs to end by midnight at the latest. In addition a cash deposit of \$350.00 is required at time of booking. This deposit is refunded after the event if the facility is left in good condition (swept, mopped, trash taken out, all personal belongings removed, no storage possible) and the party holds to the reserved time.

Parish Activity Center: \$1,800 for four hour facility use. Party reserving is responsible for set-up (2 hrs allotted), take down and clean-up (1hr allotted). Event needs to end by midnight at the latest. In addition a cash deposit of \$350.00 is required at time of booking. This deposit is refunded after the event if the facility is left in good condition (swept, mopped, trash taken out, all personal belongings removed, no storage possible) and the party holds to the reserved time.