

St. Nicholas Catholic Church

Gym/Cafeteria Rental

6461 E. St. Nicholas Dr.

Sunman, IN 47041

1. The Gym/Cafeteria will be rented to registered parishioners 18 years and older.
2. The Gym/Cafeteria will be rented to non-parishioners 18 years of age and older.
3. A signed contract along with the fee will be turned into the rental manager the day before the event.
4. Parish activities will always take precedent over parishioner or non-parishioner events. A parishioner has preference over non-parishioners until 6 months before the event. If within 6 months a non-parishioner will not be bumped.
5. Lights, heat and water faucets must be checked and returned to their original condition before leaving. All doors must be locked.
6. In preparing for the event such as a wedding, we respectfully request no decorations be put up until after 1:00 PM on Friday. No bubble machines will be permitted at events. No beer or pop to be served upstairs unless special permission is obtained. Licensed bartenders are required and the responsibility of the renters. No beer on the gym floor during dances.
7. Smoking is not permitted in the gym/cafeteria.
8. Renters are responsible for all damages while renting the gym/cafeteria.
9. Renters are responsible for any damage made to tables and chairs while renting.

Clean up guidelines are as follows:

1. Tables and chairs are to be washed and placed back to original order or where they came from.
2. All floors are to be sweep and mopped clean(gym, cafeteria, stairs and entry)
3. Restrooms are to be cleaned thoroughly as well as the basement.
4. Any dishes, glasses, ice buckets, ashtrays, pitchers etc. that are used must be washed, dried and put away.
5. Do not turn off any breakers in the cafeteria.
6. Check to make certain water is turned off in the cafeteria and restrooms.
7. Make sure gas stove is off.
8. All garbage should be put in the dumpster. If dumpster is full put bags on top of the dumpster. Put new trash bags in all garbage cans.
9. Turn off all lights (inside and outside).
10. All litter from the grounds will need to be cleaned up 1 hour before the first Mass on Sunday.

Fees will be as follows:

	PARISHIONER	NON-PARISHIONER
Wedding Reception	\$250	\$400
Any Other Party	\$150	\$250
Small Party (cafeteria only)	\$50	\$80
Non-School Basketball (3 hours)	\$50	\$50
Non-Parish money making projects	\$750	
Non-Profit Organizations	\$750	

Table rental fee 10 chairs \$2.50

Table rental fee \$2.50 each or \$5.00 for Set

Picnic Table rental fee \$10 .00 each

I (we) herein make applications to use _____ St. Nicholas gym _____ Cafeteria on _____ (date, from _____ (time) to _____ (time) for the purpose of _____.

Rental Fee: _____

Renter's Signature _____ Date _____

Address _____

Telephone Number _____

Approved by:

St. Nicholas Hall Manager's Signature _____