

FACILITY RENTAL INFORMATION

Our Lady of Victory Catholic Church

FEES REQUIRED

Fellowship Hall — Available for dinners, receptions and gatherings up to 236 people. Larger wedding receptions must be scheduled so they do not conflict with Saturday evening Mass.

Rental Type	Parishioner	Non-Parishioner	Non-Profit Group
Full Day (more than 4 hours; includes kitchen)	\$150	\$300	\$500
Half Day (less than 4 hours; includes kitchen)	\$100	\$200	\$300
Special Events (no kitchen)	\$50	\$100	N/A

Gymnasium

Rental Type	Parishioner	Non-Parishioner	Non-Profit Group
Full Day (more than 4 hours)	\$150	\$300	\$500
Half Day (less than 4 hours)	\$100	\$200	\$300

St. Joseph’s Room

Rental Type	Parishioner	Non-Parishioner	Non-Profit Group
Special Events (with kitchenette)	\$50	\$75	\$100
Special Events (no kitchenette)	\$30	\$50	\$70

TERMS & FACILITY GUIDELINES

Reservation and deposits

- A \$200 refundable damage deposit is required for use of the facilities by parishioners and non-parishioners.
- If custodial guidelines for clean-up are not followed, Our Lady of Victory may use the deposit to cover custodial expenses and property damage.
- All fees and damage deposits are due at the time of reservation.
- For Fellowship Hall rentals under 4 hours, set-up and clean-up time must be included. Allow 1 hour for proper clean-up with all events.
- Please turn off lights and make sure doors are locked when leaving.

Contracts and insurance

- Parishioners, outside organizations, and groups must sign a contract accepting responsibility for property damage or cleaning fees.
- For an unsponsored parish event, proof of liability insurance (\$500,000) is required, or the group may apply to the Diocese of St. Cloud for coverage. Special-event coverage through the Diocese has a \$65 fee. Submit the application and payment to the Business Manager at the parish office.

Definitions

- **Non-parishioner:** A practicing Catholic from another parish.
- **Special event:** A celebration typically lasting less than two hours that does not require a kitchen, such as a bridal shower, baby shower, anniversary, or birthday party.

Consumption of alcoholic beverages

- Alcohol is prohibited on the OLV Church campus and grounds, except for parish-sponsored events and approved wedding receptions. Exceptions may be approved by the Pastoral Council with the Pastor and/or Business Manager.
- Alcohol is limited to 12% alcohol content (such as beer and wine). No hard liquor.
- A permit is required by law to sell alcohol on the premises. Obtain the permit from the City of Fergus Falls.
- A security guard is required, along with suitable safety protocols to deter vandalism and monitor appropriate behavior.
- A separate refundable \$500 “Alcohol” damage deposit is required when alcohol will be consumed. It will be refunded after the premises are inspected and guidelines are met.
- The Parish Council has ultimate discretion in determining whether proper protocols are in place to allow beer and/or wine at an event.