

Usage Fee (Events with less than 150 people)	Category A	Category B	Category C
Pallottine Gym			\$250/Hr \$150/Hr
Pallottine Conference Room (connected to the kitchen)		\$150/Hr	(3 Hr min.)
Pallottine Classroom		\$100/Hr	\$100/Hr \$50/Hr
Pallottine Kitchen (must rent kitchen if catered)		\$75/Hr	\$150/Hr (3 Hr min.)
Holy Spirit Center		\$50/Hr	\$75/Hr
HSC classroom	-	\$100/Hr	\$95.00
Insurance required for all rentals	-	\$50/Hr	
• Receptions are on a separate schedule	\$95.00	\$95.00	
• The Upper Room is not for rent			
• The Back Porch and Kitchen are included in receptions			
• Custodial and Media fees are included (video usage)			
• Appropriate agreements/contracts/Special Event Insurance forms and fees must be submitted in a timely manner before facility use.			
• St. Stephen Catholic Church facilities are private property.			
Rental Categories Category A: St. Stephen consistently contributing members for at least one calendar year using the facilities for personal, non-profit events.			
Category B: Not-for-profit organizations/outreach events (e.g. local schools, community groups, local government, etc.)			
Category C: Commercial or profit-making uses, and general public use (e.g. clubs, classes, receptions, businesses, etc.)			
ALL PRICING SUBJECT TO CHANGE			