

Church of the Madalene Room Use Policy

Contact Name/Organization

Today's Date _____

Name of Initial Contact _____

Parishioner/Private? _____

Diocesan Event? _____

Community Event? _____

Other (Explain)? _____

Contact Phone _____ Address _____

Type of Event _____ Date of Event _____

Attendees Expected _____

Event Time: Preparation and Set Up Time Requested at _____

Event Begins at _____ Ends at * _____ Room _____

*(Please refer to the 10:00 p.m. Rule below.)

WHAT YOU MAY EXPECT FROM THE PARISH:

- The room you reserved will be clean and ready for you.
- Trash containers will be available with replacement liners for your use.
- Agreed-upon special equipment will be in the room (e.g., TV-VCR, Marker Board, etc.).
- Come to the Parish Office on the day before your event for instructions on heat and air conditioning controls, lighting, room access, and to pick up a key, if needed.
- 10:00 P.M. RULE: IF ARRANGED IN ADVANCE, WE WILL PROVIDE A STAFF PERSON OR PERSONS TO BE ON-SITE FROM 10:00 P.M. UNTIL (AND NOT AFTER) MIDNIGHT. THIS SERVICE IS A REQUIREMENT AND IS PROVIDED AT AN ADDITIONAL FEE OF \$100.00.
- **Please select one of the two options below with regard to the 10:00 p.m. Rule.**

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AFTER-HOURS AGREEMENT ("10:00 P.M. RULE") OPTIONS

10:00 P.M. RULE - OPTION 1 - "OUT BY 10:00": We understand the 10:00 p.m. Rule, and by signing below, guarantee that the room we use will be clean and everyone will be out of the building by 10:00 p.m. This understanding includes caterers and their equipment, entertainers and their equipment, as well as all guests and attendees, and food, trash and decorations be removed from the building by 10:00 p.m., otherwise, the after-hours fee will increase to \$150.00.

(Parishioner Signature & Date)

(Madalene Staff Signature & Date)

10:00 P.M. RULE - OPTION 2 - "OUT BY MIDNIGHT": I understand the 10:00 p.m. Rule, and by signing below, request Madalene staff personnel to provide security and lock-up from 10:00 p.m. to midnight the evening of our reservation. This understanding includes caterers and their equipment, entertainers and their equipment, as well as all guests, attendees. All food, containers, trash and decorations must be removed from the building by midnight. The \$100.00 after-hours fee is payable in advance, no later than the week prior to the event at the Parish Office.

(Parishioner Signature & Date)

(Madalene Staff Signature & Date)

YOUR RESPONSIBILITIES:

- DEPOSIT must be paid at the Parish Office within 72 hours of making your reservation in order to secure the room for the day and time you requested. (See below)
- USE FEE must be paid at the Parish Office the week prior to the event. You may bring this to the office when you pick up the key to the room. (See below)
- It is your responsibility to make arrangements with the Parish Life Office for the way you wish to have the tables and chairs set up for your event if you need our assistance. This must be done AT LEAST one week in advance of your event. A drawing/sketch would be appreciated.
- Trash must be disposed of properly. This means all food and other waste products must be bagged and taken to the dumpster located behind the Parish Hall kitchen.
- Tables, chairs, countertops and floor must be free of any food particles and decorations before you leave. Mops and brooms are located in the kitchen broom closet on the south wall.
- The room(s) must be clean, guests and workers out by 10:00 p.m. unless special arrangements are made in advance to remain in the building until midnight. (See your options on the other side for compliance with our special 10:00 p.m. Rule.)
- Heat or air conditioning, lights and cleaned coffee makers are turned off, outside doors are all locked.
- Return the key to the Parish Office on the 1st business day following.

ROOM USE FEE:

Parish Hall (50 to about 120 people)	\$100.00 Refundable Damage Deposit + \$100.00 Use Fee
Parish Hall for small groups under 50 people	\$ 50.00 Refundable Damage Deposit + \$ 50.00 Use Fee
Classrooms (groups up to 30 people)	\$ 25.00 Refundable Damage Deposit + \$ 25.00 Use Fee

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KITCHEN EQUIPMENT

Parishioners may use the kitchen in conjunction with their private use of the Parish Hall. This includes the convection oven, refrigerator, freezer, ice maker, coffee makers (you are asked to provide your own coffee, creamer, sugar, etc.), pots and pans, dishwasher.

If, however, you also wish to use the parish dinnerware, cups, glasses, silverware, we request a \$20.00 donation to the kitchen fund in addition to the damage deposit and use fee. The linens are for parish-event use only and are not a part of this agreement.

Our Parish Life Coordinator will make the arrangements for your use of the parish equipment.

Breaks, damage, malfunctions or problems of any kind should be reported to the Madalene staff. Please leave a visible written note in the room or call the parish office at 744-0023 and leave a message.

EMERGENCY PHONE NUMBERS TO REACH PARISH STAFF PERSONNEL MONDAY-FRIDAY (9 AM - 5 PM): 744-0023 (PARISH OFFICE)

AFTER-HOURS AND WEEKENDS:

Call Paul Steiner 918-407-5494 or Liz Poulter 918-694-5252 or Rectory (Emergency only) 918-744-9494