

RULES FOR FACILITY RENTAL

St. Matthias Catholic Church

1050 W. Kemper Road, Forest Park, Ohio 45240

The facilities available to rent are Lonsway Hall and the outdoor shelter. They may be rented individually or together, if available. Use of the kitchen in either facility is included.

The hourly charge for Lonsway Hall is \$75.00 per hour, with a 3 hour (\$225.00) minimum. The hourly charge for the outdoor shelter is \$40.00 per hour, with a 2 hour (\$80.00) minimum.

In the shelter kitchen, only the electric stove, refrigerator and microwave oven may be used; all other kitchen equipment is off-limits. Access to restroom facilities is included with both Lonsway Hall and the outdoor shelter.

Activities and organizations that are considered "Parish Sponsored" are exempt from rental charges and insurance requirements. They include: Parish Council meetings, Legion of Mary, St. Vincent de Paul Society, St. Matthias Mens Club, Glenmary Fathers, and Alcoholics Anonymous. Also included are informational gatherings and social celebrations organized by the parish and open to all parishioners, fellowship and/or fund raising activities for the benefit of St. Matthias Parish, and repasts following funerals of active parish members, when the ceremony has been performed at St. Matthias Church by St. Matthias clergy.

Off-limits areas: church sanctuary, chapel and sacristy. Renters are responsible for having their guests avoid these areas.

Restrictions for dates and hours of rental (*NOTE: Reservations must be made at least 3 weeks (21 days) in advance of the event*):

- ›Not while Mass is being celebrated in church. This includes set-up.
- ›Not during Lent. The last date available to rent before Lent will be the Sunday before Ash Wednesday. The first date available to rent after Lent will be the Monday after Easter Sunday.
- ›The event must end by curfew time of the City of Forest Park, which is 11:00 p.m.

Maximum occupancy: Lonsway Hall, 190 persons. Keep aisles clear and do not block entrances or exits. The outdoor shelter has no maximum occupancy.

The renter is prohibited from charging admission.

Sale of alcoholic beverages is prohibited. Alcohol provided by the "host" may be served. All state and local laws must be obeyed.

Set-up and decoration rules and time limits: Absolutely no wall penetrations or permanent adhesives may be used. Any tape used must be able to be cleanly removed. Set-up can take place up to 1 day before the event date and must be accomplished within a 2 hour time period. Coordination must be made through the Parish Office to avoid conflict with another event, or with regular cleaning schedules.

Coordination must be made through the Parish Office for accessing the building for opening and closing.

Clean-up requirements: after the event, the facility and all items must be returned to their original condition:

- ›Bare floors swept.
- ›Carpeted floors vacuumed.
- ›Trash removed to dumpster.
- ›Tables and chairs restored to their location before set-up.
- ›Decorations removed and any tape used cleanly removed.
- ›Kitchen utensils (if used) washed and dried, and returned to cabinets.

A refundable deposit of \$200.00 will be assessed. This deposit will be refunded upon inspection and acceptance of post-event clean-up.

Supplies, what is and what is not provided:

Provided (hall, hall kitchen, shelter, shelter kitchen):

- ›Use of refrigerator, stove and microwave.
- ›Use of cooking utensils, such as pots, pans, pitchers, bowls, stirring spoons, etc.
- ›Use of cloth dishcloths, towels and cleaning supplies.
- ›Use of brooms, mops and vacuums.

Not provided:

- ›Use of steam table.
- ›Paper goods (plates, cups, towels, napkins).
- ›Plastic goods (plates, bowls, cups, glasses).
- ›Coffee, sugar, creamer, nor use of coffeemaker.
- ›Absolutely no edibles or beverages.

The renter is responsible for the good and proper behavior of all attendees to their activity/event and will be held liable for any damage to the facility, whether inside or outside, and any extra cleaning or repair needed because of their use or misuse.