

Queen of Peace Room Usage Rates & Guidelines

Below are the rates and guidelines for room rentals at Queen of Peace. A **facility user agreement form** needs to be filled out and a **proof of insurance liability** provided as well for all rentals. *By policy, no commercial activity allowed.*

A deposit is charged and held until after the event. The room shall be left in the exact condition as it was at the time of the rental, prior to the event, or the entire deposit will be forfeited. A key will be provided to access the room.

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| Small event (approx. 2 hours) - | \$50.00 | (deposit \$25.00) |
| Medium event (approx. 4 hours) - | \$100.00 | (deposit \$50.00) |
| Large event (approx. 8 hours) - | \$200.00 | (deposit \$100.00) |
| Wedding (event plus set-up) - | \$400.00 | (deposit \$200.00) |

Gym

All events are \$40.00 per hour

Expectations of clean-up:

- Tables and chairs returned to their original position
- Trash collected and put in dumpster
- spills mopped up, crumbs swept
- kitchen used; dishes washed and put away, counters cleaned, trash emptied, floor cleaned
- restrooms should be cleaned and swept
- ensure parking lot/grounds are free of trash
- lights off and doors locked

Reminder: With events on Saturdays, we have at Mass at 3:30pm-4:30pm. No scheduled events on Sunday until after 12:00pm noon. During these times, noise activity should be to a minimum. First and foremost, this is a place of worship and should give that appearance during worship hours.