

Queen of Peace Church Hall Rental Guidelines

Below are the rates for rental of the church hall, located under the church. A **facility user agreement form** needs to be filled out and a **proof of insurance liability** provided as well for rental of the church hall.

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 hall and will require a deposit. At the time that the key is returned, the deposit will be returned as well.

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)

\$50.00 key deposit for all events

Expectations of clean-up:

- Tables and chairs returned to their original position
- Trash collected and put in dumpster
- spills mopped up
- 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

Reminder: With events on Saturdays, we have confessions at 2:00pm and Mass at 3:30pm-4:30pm. 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.