The Immaculata

VENUE RENTAL REQUEST FORM

Some spaces of The Immaculata are available for private events should the appropriate forms be completed, fees paid and the event and timeline approved. After completion of the forms with pertinent information, please submit electronic requests to the Communications Department via email communications@smac.edu or drop off hardcopy requests at the Parish Office to have your event scheduled and key issued (if applicable).

Please note that all stipulations, such as availability of the space, will be subject to approval and that all spaces are available for rent only by parishioners. Payment is only required upon approval of the event.

RESPONSIBILITIES OF GROUPS USING THE FACILITIES

1. The group must designate **one person** as the Event Coordinator for each group event. The Event Coordinator shall make arrangements with the Immaculata Manager for everything needed for the event such as keys, chairs, tables and audio and visual equipment.

   The Event Coordinator is the representative of the rental request. This individual is accountable to the Rector for any facility damage resulting from negligence.

2. The Event Coordinator will take **full responsibility for the event**.

3. If the event is during office hours, the Immaculata Manager will arrange to open and close the doors. Office hours are from 8:30am-5:00pm Monday-Friday. If the event is after hours, arrangements can be made to pickup and drop off the keys at the Immaculata Parish Office.

4. The Event Coordinator **must be on the premises during the event at all times** and is responsible for enforcing compliance with the facilities' guidelines.

5. The Event coordinator must report all injuries to the Immaculata Manager.

6. The Facility will not stay open later than 9:30pm unless it has been pre-approved.

Setup / Cleanup Checklist

The Event Coordinator is responsible for overseeing the setup, take-down and closing up of their scheduled event.

1. Tables and chairs can be setup in the manner of your choice. There are 6' round tables and 8' rectangular tables located in the northwest closet of the Parish Hall (double doors); chairs are stacked along the south wall.
2. Closing your event, all props must be returned to the closets/cabinets and all personal items removed.
3. The floor is to be dust mopped in the section where the tables were setup for your event as well as all the spaces through which the general traffic flowed (entrances/exits); spot mop dirty/sticky spots.
4. Wipe all the countertops (if used).
5. Clean the coffeepot (if used). Be sure that the sink is left tidy.
6. Bathrooms are to be tidied.
7. All trash must be removed from the space and disposed of in the dumpster located in the east/rear of the church parking lot.
8. If you are issued a key, all doors must be locked. No doors are to be left propped open after use.
9. If issued, keys must be returned to the Parish Office or to the Immaculata Manager.

NOTE: It is the responsibility of the Event Coordinator to leave the space as they found it. This includes picking up trash and personal items, sweeping the area of the floor that was used and returning all items to their original place. These policies are to be observed in order that the facility might be maintained for everyone's use. Any group or individual not observing these policies may be denied future use of the facility. Thank you for your cooperation.

Using the projector and screen

The Parish Hall is equipped with a large retractable wall screen and projector as well as four TV monitors on the support columns. If you would like to use any or all of these tools for your event, please contact us for usage permission, directions and access.

Date of Submitting Application _____/_____/_____
Month Day Year

Basic Event Information -FUNERAL

(All fields are required)

Event Title: _____

Event Coordinator: _____
(Responsible Party)

Event Date: _____/_____/_____
Month Day Year

Coordinator Email: _____

Start Time: _____:_____ _____
Hour Minute AM/PM

Coordinator Phone: _____

End Time: _____:_____ _____
Hour Minute AM/PM

Does this event require additional setup days:

☐ Yes ☐ No If Yes, how many days? ( )

Setup
Start Date: _____/_____/_____
Month Day Year

Setup
Start Time: _____/_____/_____
Hour Minute AM/PM

Requested Space: ☐ **St. Joseph Parish Hall**

Will this event be catered? ☐ Yes ☐ No

☐ Independently Catered

☐ Catered by the Sodality of the Sacred Heart (*refer to page 5 for funeral arrangements*)

(**NOTE**: The Immaculata kitchen is **not** available for rent. It can only be used if a Sodality member is present to oversee its usage. If you are catering your event, there is a small kitchenette with sink and countertop available for use at the northwest corner of the Hall.

Items Provided: Setup for the event is the responsibility of the lessee; *tables and chairs will be at your disposable to arrange as desired*. Please indicate which items you plan to use.

☐ *Chairs* ( )
How many do you need?

☐ *Round Tables* ( )
How many do you need?

☐ *Rectangle Tables* ( )
How many do you need?

Please provide a detailed description of the event you are planning:

_____

_____

RENTAL USE

1. The facility is not considered to be reserved until the contract and rules have been signed and fees are paid. All reservations can be made at anytime and based on facility availability.
2. The lessee shall be responsible for supervision over all persons in the building and adjacent grounds. Disorderly conduct is prohibited. The event must end by 9:00 PM and the building must be vacated by 9:30 PM.
3. After the event has been concluded and the appropriate cleanup procedures have been completed, the lessee shall be responsible for closing and locking all exterior doors to the building.
4. The building shall be subject to inspection at any time by any authorized representative of the Immaculata.

Lessee initials: _____

LIABILITY

1. The lessee shall be liable for all breakage and other damage or loss of property resulting from the occupancy and use of the building and grounds, other than normal wear and tear.
2. Alcohol may not be served at funerals and **the serving of alcohol to minors at any event is strictly prohibited**.
3. Alcoholic beverages are not permitted outside of the designated reception area.

Lessee initials: _____

SECURITY DEPOSIT

1. If there has been damage to the facility or if the cleaning is not satisfactory, the Immaculata will repair the damage/property or clean the facility and deduct the itemized costs from the security deposit, returning the balance of deposit to renter.
2. Immaculata staff will inspect the rented venue space during regular business hours prior to the return of the security deposit.

Lessee initials: _____

SET-UP

1. If required, keys will be issued when all deposits and rental fees have been paid. Upon application a start date must be determined for the setup. The lessee can make use of the facility at any time. The setup of tables and chairs shall be the responsibility of the lessee but are available for use at no additional charge.
2. No decoration props shall be displayed to block exit doors.

Lessee initials: _____

CLEAN-UP

1. After use, place all trash in plastic bags and take bags to the dumpster located on the north east side of the building.
2. Everything that is brought into the building by the lessee must be removed before vacating the building.
3. Depending upon other scheduled events, the final cleanup can be completed on the morning after the event.

Lessee initials: _____

I HAVE READ THE ABOVE RULES AND REGULATIONS FOR USE OF THE IMMACULATA FACILITIES AND AGREE TO COMPLY WITH SAME.

Signature of Lessee: _____ Date _____/_____/_____
Month Day Year

Rental Fees: Full Payment is required upon registration approval. Checks can be remitted to The Immaculata.

Security Deposit (*separate check*): ☐ **$100** …. Deposit for small group or half day
☐ **$250** …. Deposit for standard full day event

Immaculata staff will inspect the venue space during regular business hours prior to return of the security deposit.
If there has been damage to the facility/property or if the cleaning is not satisfactory, the Immaculata will repair the damage/property or clean the facility and deduct the itemized costs from the security deposit.

☐ St. Joseph Parish Hall (*small group rate*) **$75**

☐ St. Joseph Parish Hall (*half day*) **$125**

☐ St. Joseph Parish Hall (*full day*) **$250**

Deposit Check Instructions

☐ Return Check to Coordinator

☐ Destroy/Shred Deposit Check

Catering can be contracted independently with the parish ladies Sodality of the Sacred Heart. The agreement for food costs and/or table setup must be contracted separately through the Sodality president, Mrs. Megan Skees at 785.844.0724

Funeral Reception Events:

- Catering *cannot* be provided for a funeral reception. However, the Ladies of the Sodality of the Sacred Heart can assist in arranging a hospitality meal with assistance of parish volunteers following the funeral and burial. For further details, please discuss with the Cemetery Coordinator.
- Livestreaming your funeral is optional and requires an additional fee of $50 cash

Note: Livestream link will be provided upon receipt of funds required

Livestream Option

☐ Yes ☐ No

- Projection Equipment for memorial video is optional and requires an additional fee of $50 cash

By signing this application, the Event coordinator (Responsible Party) acknowledges that he/she has read and understands the Facilities Guidelines, will be sure the above group complies with expectations set forth in the guidelines, will be solely responsible for any damage or injury that may occur, and will hold harmless the Immaculata and St. Marys Academy & College, its managers, members, employees and volunteers.

Event Coordinator Signature: _____ Date: _____/_____/_____
Month Day Year

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STAFF SECTION

Date Submitted: _____/_____/_____ Department Head Supervisor Signature_____
Month Day Year

Rental Fee Paid: _____ Date Paid: _____/_____/_____

Security Deposit Paid: _____ Date Paid: _____/_____/_____ Date Returned: _____/_____/_____