St. Mary’s Parish & School Rental Policy

If anyone wishes to rent the Gym, they need to contact the parish office at (515) 332-2856 for availability. The key must be picked up and rental check may be paid at the parish office Monday-Friday between 8:30 AM and 4:00 PM. The key must be dropped off in the front door mail slot at the Parish Office or dropped off at the Parish Office the following Monday morning.

A rental deposit is required for use of the facilities and will be returned if properly cleaned and after it is checked by the custodian. If there is any damage to the property it will be repaired or replaced at the expense of the person renting the gym.

**Rental Fees**

Deposit: $100

Rental Fee Per Day Needed (Includes Kitchen): $100

**Sporting Practices**

Deposit: $50

Rental Fee Per Day Needed: $25

Deposit will be due at the time of scheduling and will be forfeited if gym rules are not followed. Gym rules include leaving the gym set up as it was upon entry, turning out the lights, and ensuring that the doors are locked.

**Audio/Video Fees**

Deposit: $500

Technology Equipment (Projector, Screen, Computer): $250

2-day advance notice is needed. During the summer, certain days are unavailable for technology requests. Please check with Parish Office staff for availability.

**Insurance**

Proof of Liability Insurance is required. Special Events Coverage can be applied for through the Diocese of Sioux City. There is no cost to parishioners. Non-parishioners may apply at a cost of $100 or provide a certificate of insurance from their own agent.

**General Rules and Responsibilities**

- There is no alcohol or smoking allowed on the Parish/School premises.
- Rental is limited to the gym and kitchen. School hallways are available only for restroom access. The stage and all items on the stage are off limits.
- Renters are responsible for setting up tables and chairs, and then taking them down and returning them to storage.
- All decorating must be free-standing. Nothing may be nailed or taped to any part of the walls or windows.
- No supplies or equipment may be taken from the facilities.
- All renters must be aware that all scheduled Parish/School activities have priority over other events e.g. funerals.
Clean-up

- Double check the bathrooms for garbage and messes.
- Make sure all garbage cans are emptied and taken out to the dumpster.
- Clean sinks and wipe off counters.
- Turn off the lights and lock doors.
- Return key to Parish Office