

St. Casimir Parish
624 West Broadway
Mailing Address: 360 Main Street
Winona, MN 55987
507-452-4770

Use of Facilities Policy
July 2007

Parishioners or groups wanting to rent the facilities will have to contact the following at least 2 weeks prior to the event:

Parish office 507-452-4770
or
Sue Schreiber 507-452-2494

The fee will be determined by the schedule listed below.

All groups are required to clean-up after themselves. They will be shown around the facility, including the kitchen and janitors room. The group will know what is expected. The facility will be inspected after the event. If it is not cleaned to expectations, the group will be charged a rate of \$20.00 per hour for cleaning.

If it is a non-parishioner group, they will have to provide a letter of insurance coverage to the office at least 1 week prior to the event. By signing this agreement, you are taking full responsibility for any liability.

There will be no alcoholic beverages served on the premises. There is no smoking on any of the church grounds.

The parish will loan out tables and chairs to parishioners at no charge. They have to be picked up and delivered back to the church by the parishioner. If there is any damage, it will be charged to the parishioner. Arrangements for this will be made with the parish office.

Fee schedule:

Non-parishioner groups:

\$25.00 per hour (includes use of kitchen)

\$50.00 damage deposit (check will be returned after inspection)

Parishioners:

There is no charge, but we ask that a donation be made to the church

Renter Representative

Date

St. Casimir Representative

Date