

**POLICY STATEMENT AND RENTAL FEES
FOR USE OF ST. MICHAEL'S FACILITIES
NON-PARISHIONER USE ONLY**

St. Michael's and St. Joseph's Catholic Community, in striving to be good stewards of our facilities and equipment, sets the following charges and policies. For non-profit organizations and other charitable uses, the fee policies are negotiable.

FACILITY REQUESTED:

Deposit- Non-negotiable/Non-refundable	\$25.00
(Ensures date requested)	
Refundable Cleaning and Security Deposit.....	\$50.00
Small gatherings (showers, etc.) up to 25 people.....	\$30.00
Weddings.....	\$200.00
Kitchen used	\$100.00
Public Meeting (No Meal Served).....	\$50.00
Kitchen Supervisor.....	\$50.00

FACILITY POLICIES:

- No smoking allowed on the premises.
- No rice, birdseed, or flower petals may be thrown.
- Alcohol (champagne/wine) may be served with strict supervision (in Social Hall only)
- No parish equipment will be permitted to be taken from the premises.
- St. Michael's is not responsible for personal property left in the facility.
- Keys for the facility must be obtained at the parish office.
- When the kitchen or dishwasher is used a Kitchen Supervisor of the Parish must be in attendance.
- Worship space to be used for religion/ecumenical purposed only, unless negotiated with the Pastor.
- No moving of liturgical furniture without permission from the Pastor.
- St. Michael's retains the right to refuse or cancel the use of the facility by any group or organization.
- All garbage must be removed and placed in Dumpster.
- Laundry: bring your own or please see that towels, etc. are laundered and promptly returned.
- Lock all doors when leaving
- Person requesting use of facility must sign Building Use Agreement.

Kitchen Supervisors:

- Sandy Kaster.....218-261-1021
- Bev Schoenborn.....763-244-0264
- Shelly Zimmel.....218-261-1239

- **PLEASE CHECK THE PARISH CALENDAR BEFORE SCHEDULING ANY EVENT!**