

Mary, Star of the Sea

Church Rental Guidelines

Acceptable Uses: Any activity for which the church is rented should be in keeping with the sacred purpose to which it is dedicated. Traditionally, the facility has been available for weddings, funerals and memorial services, and spiritual meditation activities. The pastor is the final arbiter of what determine a sacred activity.

Renters: Anyone regardless of religious affiliation is eligible to use the facility provided the activity is deemed appropriate. Priority will be given to fulltime parishioners unless the facility is already contracted to another user. Parishioners are exempt from rental fees for normal church activities such as weddings and funerals. Parishioners will be asked to make a donation to the church as a gesture of appreciation. The pastor determines who is considered a parishioner.

Rental Committee: The Steering Committee of MSS will appoint committee members to oversee the use of the church for rental activities. The Rental Committee will handle reservations, collect rental and deposit fees, verify that renters have proper insurance and licenses. In addition, they provide access to the building, insure the facility is in good condition after the event, and authorize the return of any deposits. The Rental Committee will consist of at least four members and will serve a three-year term.

Rental Fees: The Steering Committee in consultation with Liturgy Committee and Rental Committee members will set the rental fee schedule taking into consideration the expenses incurred to the parish for the activity and comparable costs for similar venues in the community.

Fee Rate:

\$ 500.00	for first four hours
50.00	for each additional hour
200.00	cleaning deposit

Adopted July 2, 2006