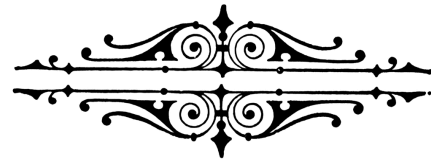


St. Thomas Aquinas Catholic Community

Facility Request & Rental Information



Planning a special event or meeting?

Please read this guide carefully before planning an activity on behalf of a St. Thomas Aquinas Church ministry or parishioner. If you have questions about the planning process, contact the Parish Office at 407-957-4495.

The Parish Office works to support all parishioners and onsite parties in producing high quality, cost-effective events. Included in this booklet are guidelines for determining what type of event you need to plan and how to go about doing so.

St. Thomas Aquinas only offers space to registered parishioners. We are unable to assist with external organization requests.

St. Thomas Aquinas Parish Office

700 Brown Chapel Road

St. Cloud, FL 34769

407-957-4495

www.stacatholic.org/rental

info@stacatholic.org



Important Contact Information

Meghan Zbikowski
Office Staff

407-957-4495 x227
mzbikowski@stacatholic.org

Parish Office

407-957-4495
info@stacatholic.org

Room Capacity

- ◆ The St. Thomas Aquinas Social Hall (Parish Hall) can seat up to 250 people.
- ◆ The Aquinas Room (located down the left-side hallway) can seat up to 45 people.
- ◆ The Augustine Room (located down the right-side hallway) can seat up to 15 people.

Room Rates

PARISHIONER RATES:

- ◆ Social Hall: \$175/hr, includes main hall and ice machine usage.
—\$1300 full day rental (Over 7 hours of set-up and event usage/Includes kitchen fee)
- ◆ Aquinas Room: \$75/hr
- ◆ Augustine Room: \$50/hr
- ◆ All spaces: \$225/hr

Kitchen Usage

Use of the kitchen (except bar area/ice machine) comes at an additional flat fee of \$200 for the duration of the event when bringing in a license and insured professional caterer. Any kitchen usage requests require a meeting with a staff member or organization representative to go over rules, regulations, equipment usage and cleaning procedures. This meeting must be scheduled at least two weeks prior to the scheduled event.

Acceptable Types of Events

Events for registered parishioners such as: Baby showers, birthday parties, anniversary celebrations, Baptismal receptions, family banquets, graduation celebrations, wedding receptions, rehearsal dinners, and funeral gatherings are acceptable uses of the rental spaces.

All events MUST have insurance coverage through Nationwide Mutual Ins. Co.

PLEASE SEE THE INCLUDED INSURANCE INSTRUCTIONS.

This must be obtained prior to agreed upon event date.

Parish must be given a copy of confirmed insurance coverage.

Room Set-Up/Layout Plan

Any desired table and chair layout must be decided at least two weeks prior to event.

Decorations

Lobby Decorations

- ◆ Décor in the lobby may be placed on the main table underneath the lighting fixture.
- ◆ Standing decorations are allowed as long as they do not obstruct doors or hallways.
- ◆ Nothing may be adorned on the walls, doors, or statue in the lobby.

Table Decorations

- ◆ Candles are permitted as long as all flames from candles are enclosed in glass holders.
- ◆ Nothing may be adhered to the tables (no tape, glue, Velcro, or adhesive of any kind).

Wall Décor

- ◆ We absolutely do not allow any decorations to be affixed to any of our walls or columns throughout the Hall. We suggest using up-lighting on the walls as a means of decoration. No affixing décor to any lighting fixtures whatsoever.
- ◆ Plants and standing décor are welcome to be placed in front of the walls.

PLEASE NOTE: Parish audio/video equipment is not available for rental purposes. All renters must provide their own equipment.

It is the responsibility of the renting party to remove all decorations once the event is over. Any décor left will be thrown away and the renters will forfeit any future rental requests for not following the rules of the rental agreement. Additionally, it is the responsibility of the renting party to clean up areas of usage, including (but not limited to) throwing away garbage and dumping bags into dumpsters and washing of all used dishes. Clean up will be supervised by the On-Site Supervisor who will have a checklist of items to complete.

Staffing & Security

- ◆ All events are required to have a parish supervisor on-site for event set-up, during the event, and during clean-up to ensure all events run as smoothly as possible.
- ◆ The **required** fee for this is \$40 per hour for hourly events. **Full day rentals require a \$250 fee.**

Miscellaneous Information

- ◆ Booking requires a date request submission (copy included in this packet, or submitted online via www.stacatholic.org/rentals), approval by the Priest, and then the deposit to obtain the date.
- ◆ 30% deposit of the contracted rate is due upon booking and upon completion of a full rental agreement (to be finalized at time of booking to adjust for event details and requests).
- ◆ All fees are due two weeks prior to event date. **If balance is not paid on time, date will be forfeited and no refunds will be given.**
- ◆ Parish reserves the right to cancel events at any given time and will provide full refunds should this occur, with certain exceptions.
- ◆ Events may be shut down at any time during due to event attendees not following parish rules or policies listed in the rental agreement. No refunds will be issued should this occur.
- ◆ **ALCOHOL IS NOT ALLOWED ON ST. THOMAS AQUINAS GROUNDS. There are no exceptions.**

Cancellations

If events are cancelled within 45 days of the event, renting party forfeits all monies paid.



Insurance Requirements for Facilities Use

Policy

If any Diocesan property is rented or provided free of charge for gatherings that are not sponsored by the parish or a diocesan entity, the individual or organization will be required to provide a certificate of insurance as requested by the Policy "Insurance Requirements for Contractors, Service Providers and Vendors". If the individual or organization cannot provide the acceptable certificate of insurance, Facility Use Insurance must be purchased by the individual or organization.

Procedure for obtaining Facilities Use Insurance

The Facilities Use Program Agreement form (located on Diocesan intranet) must be completed and faxed to Arthur J. Gallagher RMS, Inc. Payment and a copy of the completed form should be sent to the Risk Manager at the Diocese of Orlando. The event form and check must be received at least six days prior to the event.

Overnight events held on Diocesan property will also be required to complete the K&K Questionnaire section of the Facilities Use Program Agreement form for AMHS Conduct Defense. Also advise if any children are part of the event.

Vendors are not covered under this policy. Please refer to the Insurance Requirements for Contractors, Service Providers and Vendors Policy.

The cost per event is reflected on the Facilities Use Program Agreement

Initiated: November 2011

To obtain the required insurance coverage, please visit www.stacatholic.org/rental and click the link in the right-side column to view the instructions. Insurance must be obtained online and a copy of the certificate is required on file with the parish office.

EVENT DATE REQUEST FORM

**This form must be completed and submitted online at www.stacatholic.org/rental
This sample page is for your records only.**

Full Name: _____

Address: _____

Cell Phone: () - _____

Home Phone: () - _____

ENVELOPE #: _____

Email Address: _____

Event Type: _____

Requested Event Date: ____/____/____

Times: _____ - _____

Be sure to include at least 1 hour or more for set-up & 1 hour for clean up. **Events may not extend past 11pm.

Expected Number of Attendees: _____

Serving Food/Beverages (mark all that apply):

Rooms Requested:

- Food (Not requiring kitchen usage)
- Food (Require use of kitchen)
- Non-Alcoholic Beverages

- Social Hall
- Aquinas Room
- Augustine Room
- Kitchen

Outside Vendors Expected (DJ's, photographers, musical acts, caterers, florists, any companies with deliveries, providing a service on our campus, etc.)

Any Other Information: _____
