

## **Parish Center Wedding Policy**

### **Use of the Parish Center**

St. Francis Parish will allow you to use the Bride's Room and the Brother Martin Room on the day of your wedding. We ask you to confirm use of these rooms at least 60 days prior to your wedding. Detailed information about room access, opening and closing, etc. will normally be given to you the evening of the rehearsal by the priest officiating the wedding. If the officiating priest is not from St. Francis Solanus Parish it is your responsibility to make an appointment for this review with a member of the Parish Office staff (217.222.2898)

### **Security Deposit**

A security deposit of \$200.00 is due four (4) weeks before the date of the wedding if you plan on using the Bride and Br. Martin rooms. These rooms will be available for others to rent, if we do not receive your security deposit timely. The entire security deposit will be returned if there is no damage AND the room is cleaned.

### **Codes of Behavior**

- Attendees of the event must stay in the space contracted for use. Entry to other parts of the building is prohibited.
- The Bride/Groom/Representative is responsible for their group conduct at all times. Illegal or immoral conduct or any conduct which would create a disturbance or cause a nuisance to other parties inside or outside of the Parish Center.
- The Bride/Groom/Representative is responsible for the supervision of children on the premises

### **Clean Up and Damages**

The Bride/Groom/Representative is responsible for the condition of the Bride and Br. Martin rooms which includes: garbage removal, sweeping the floor, returning tables and chairs to their original places, wiping tables, etc. The person in charge is required to inspect the condition of the Parish Center upon conclusion of the event by using the Cleaning Checklist found in the hanging wall file outside of the kitchen door in the hallway. ALL blocks on the form should be completed, signed, and placed in the hanging wall file. The Bride/Groom/Representative is responsible for all trash to be removed from the building and placed in the dumpster located on the East side of the parking lot.

Should the Parish Center be left in unsatisfactory condition, the Bride/Groom will be responsible for any costs incurred, to return these rooms to a satisfactory condition. These costs may include, but are not limited to extensive cleaning or repairs. Improper use or lack of following the policy guidelines may result in refusal to the Bride/Groom/Representative for future use.

### **Audio/Visual Equipment**

A request to use the Parish audio/visual equipment must be given to and approved by the Parish Office no later than seven calendar days prior to the function. You must also meet with a Parish member staff who will review the equipment with you.

## **Liquor Policy Requirements**

The Springfield Illinois Diocese requires liability insurance to be purchased through the Diocese when alcohol is to be served at any Non-Parish events. You must complete an application for the Springfield Diocese that will be given to you by the Parish Office staff. The cost for this insurance is \$100.00 and must be submitted with your application and received in the Parish Office at least six (6) weeks prior to your event. **The Bride/Groom/Representative agrees to prevent any alcoholic beverages from being brought onto the premises or being taken from the premises by anyone in their group. If alcohol is seen or found on the premises without the proper insurance, your entire security deposit of \$200.00 will NOT be refunded**

## **Decorations and Furniture**

- GLUES, OR OTHER ADHESIVES, are PROHIBITED for use in any part of the Parish Center.
- NO DECORATIONS MAY BE APPLIED TO CEILINGS OR WALLS. Decorations will be limited to table and free standing decorations.
- Any potentially combustible decorations must be fire resistant, and evergreens must be sprayed with retardant.
- No open flames are allowed in the Parish Center.
- Decorations, furniture and wall hangings in place at the time of rental may not be altered or removed without the prior consent of the Parish Center Administrator.
- Table and chair racks are to be placed in storage room after the initial set up.

**ALL FINGER NAIL POLISH/REMOVER, GLUE OF ANY KIND, ADHESIVES, SPARKLES/GLITTER, FAKE NAILS, MAGIC MARKERS, AND COLOR CRAYONS ARE PROHIBITED FROM BEING APPLIED/USED IN ANY PART OF THE PARISH CENTER. PLEASE DO NOT BRING THESE ITEMS AND/OR ANY OTHER ITEM THAT CAN STAIN OR BE DIFFICULT TO REMOVE. THE ENTIRE SECURITY DEPOSIT WILL BE FORFEITED IF ANY AMOUNT OF THESE PRODUCTS OR THEIR RESIDUE ARE FOUND ON THE PREMISES**

## **General**

St. Francis Parish assumes no liability for the person or property of guest or other invitees. Renter agrees to hold harmless the Parish for any and all injuries, damages or causes of action arising out of the use of the Premises. Any item found will be held in the rectory "Loss and Found" cabinet. Any personal property left behind by Renter or Renter's guest or Renter's other invitees will be considered abandoned after 30 days and will be donated to charity or disposed of properly.

St. Francis Solanus Parish reserves the right to refuse to allow the use of any part of the Parish Center to any person(s), group(s), or organization(s). All fire and safety regulations must be strictly adhered to. The ENTIRE PARISH CENTER BUILDING IS SMOKE FREE.

**The Bride/Groom/Representative of your event is responsible to inform all members of your group of the Parish Center Policy. If any portion of this policy is not adhered to the security deposit will be forfeited.**

\_\_\_\_\_  
(Printed Name of Bride)

\_\_\_\_\_  
(Signature of Bride)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name of Groom)

\_\_\_\_\_  
(Signature of Groom)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name of Staff Member)

\_\_\_\_\_  
(Signature of St. Francis Staff Member)

\_\_\_\_\_  
(Date)