

## St. Bernard's Catholic Church Facility Use Agreement

Date(s) and Time(s) Requested:

Purpose of Use:

Room(s) Requested:

Contact Person:

Address:

Telephone:

*All non-parish use of facilities are required to provide a certificate of coverage with St. Bernard's and the Diocese of Crookston as additional insured parties for the time period of the event OR purchase special events coverage for each individual use of the facility from the Diocese of Crookston. To purchase coverage from the Diocese, complete the attached form and include a check for \$95. The diocesan coverage application needs to be submitted a minimum of 15 days prior to the event.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Rooms Available for Request

- Parish Hall
  - Restricted uses during school hours
- Parish Library/Multi-purpose Room
  - Restricted during Mass & Worship (i.e. Exalt, etc.)
- Meeting Rooms 1, 2 & 3
- Church
  - Restricted to sacred use only

*Requests to use parish space are to be submitted to the Parish Office, and are not guaranteed to be approved. Priority is given to Mass and liturgical functions, and parish uses and needs. Uses that conflict with Catholic teaching will not be approved.*

### Rates for Non-Parish Use

<i>Room</i>	<i>Daily Rental rates 4 hours or less</i>	<i>Daily Rental Rates 4+ hours</i>
Parish Hall & Kitchen	\$40/hr (room) + \$30 (custodial)	\$200 (room) + \$60 (custodial)
Parish Library	\$25/hr (room) + \$20 (custodial)	\$125 (room) + \$40 (custodial)
Parish Meeting Rooms	\$25/hr (room) + \$20 (custodial)	\$125 (room) + \$40 (custodial)
Church - Sacred Use Only	\$250 + \$100 (custodial)	\$400 + \$150 (custodial)

### Church Use for Weddings

Parishioner (one or both parties): \$350 (includes facility use and custodial)

Non-Parishioner: \$500 (includes facility use and custodial)

Parish use of facilities has no cost attached: Parish-sponsored events, Knights of Columbus, St. Vincent de Paul, meetings of parish committee/initiatives, faith formation (Bible Study/small group), school use of the Church for worship/prayer

School spaces (classrooms and the parish hall during school hours) is managed by the school office.