

St. Leo the Great Catholic Church
Facilities Rental Policy

With the exception of small weddings and church functions, all use of church facilities requires a damage deposit, a cleaning fee, and a rental fee. All payments are due at the time of reservation. No date will be considered reserved until all fees have been paid.

Church-sponsored events are exempt from all charges (e.g. CCD, Youth meetings, Fatima Dinner, Fish Fry).

Active registered parish members may receive rental discounts in some situations. In order to be considered a parish member, the renter must be registered with the parish. **Registration is defined as having sacramental records on file in the church office. To be an *active* member, the family must have made offering donations within the last 12 months.**

All facility use requires cleaning non-refundable \$10 cleaning fee.

All facility use also requires a refundable \$25 damage deposit. If there is no damage, the deposit will be returned the week following the event. Be sure to provide a mailing address for the deposit return.

Weddings are a special consideration because they are a sacrament. The church does not charge parish members for use of the church for a sacrament where parishioners have no free option to obtain the sacrament elsewhere. Therefore, there is no facility fee for registered church members for use of the church (excluding the parish hall), for a small wedding of up to 20 attendees.

See below for a complete rental fee schedule:

Rental Fees:

	Registered Church Members	Non Registered	Cleaning Fee (all)	Damage Deposit (all)	Registered Member Total	Non-Registered Total
Parish Hall						
Groups under 20, Up to 2 hours*	Free	\$20	\$10	\$25	\$35	\$55
Groups over 20 OR events 2-4 hours*	\$40	\$60	\$10	\$25	\$75	\$95
Groups over 20 OR events 4-8 hours*	\$60	\$80	\$10	\$25	\$95	\$115

* time includes set-up and decoration time.

	Registered Church Members	Non Registered	Cleaning Fee (all)	Damage Deposit (All)	Registered Member Total	Non-Registered Total
Church - for sacraments including weddings						
Groups under 20	Free	\$125	na	na	\$0	\$125
Groups 21-50	\$125	\$200	\$10	\$25	\$160	\$235
Groups over 50	\$150	\$300	\$10	\$25	\$185	\$335

For all events other than weddings, party set-up and decorating time is included in the event time. The renter may come early to decorate if the parish hall is not reserved and **if** someone is available to open/close the building.

For weddings, the church will be open for 2 hours for a rehearsal the night prior to the wedding. The church will be

open 3 hours prior to the time of the wedding for decorating and pictures. The church will be open 1 hour after the wedding for pictures and clean up. The bride or groom must confirm times with the church office. The church office is open Mon-Wed 9am to 4pm. Please obtain a copy of the **Wedding Policy** for further details. Please note that the Parish Hall is not included with the reservation of the church. The parish hall must be separately reserved for dressing before the wedding or for a reception after the wedding.

For St. Leo, St. Francis, Our Lady of Lourdes and St. Mary parishioners who need to register with the church, the following information will be requested:

- Names of Adult Family Members
- Names of family members 18 and under eligible for CCD/Youth activities
- Email address
- Do you want to receive the weekly church bulletin via email?
- Mailing Address
- Phone () Landline or () cell
 - Do you want to receive announcements via autodial on this phone?
 - Do you want to receive text messages?
 - Additional cell phones_____. Do you want to receive text messages on additional cell?
- Do you have your baptismal records? What church are your records with?
- Would you like to make an annual pledge to the church?

Please complete the following rental agreement and return it to the church office with payment to complete a reservation. Available dates can be viewed on the church website at stleo.info though the church office must confirm date availability.

St. Leo Church Facility Rental Agreement

Date of Rental Agreement _____ Date of event _____

Event Start time _____ Rental time includes set-up and clean-up time.

End time _____

Facility to rent ___ parish hall ___ church ___ both

Purpose of event _____

Is the responsible party an active (contributing) registered parish member? _____ yes _____ no

Name of responsible party _____

address _____ (for deposit return)

phone _____ email _____

Rent due: \$_____ add cleaning fee \$10 add refundable damage deposit \$25 equals total due \$_____

_____ I understand that total rent includes a non-refundable cleaning fee and a refundable damage deposit. The damage deposit is not in lieu of charges for actual damages if damage exceeds the deposit.

All fees are due at the time of reservation in order to hold a date. _____

signature of responsible party

For weddings

Name of bride _____ name of groom _____

Rehearsal date/ time _____

Is a visiting priest officiating? If yes, who _____ phone _____

You must reserve and pay for the parish hall in order to use it before the wedding.

Please return this form along with payment to the church office to reserve you date.

mail to: St. Leo Church, PO Box 937, Demopolis AL, 36732

For office use:

_____ date confirmed _____ payment received ___ have address for deposit return
damage deposit returned on _____