



St. Bernadette Parish Center
4838 Fletcher Ave
Indianapolis, IN 46203
317-356-5867 fax 356-2460

Contact: Linda Swain

The parish of St. Bernadette as part of its mission to provide hospitality to the greater Catholic community and civic community offers its facilities for use by responsible groups. The parish facilities available for use include the parish hall with kitchen, meeting and sleeping rooms, gym, and use of the church when not in use by the parish.

The rental agreement should be signed with the following agreed upon stipulations:

1. A security deposit is required to reserve a rental date.
 - a 100% refund will be returned if no damages occur and facility is left clean.
 - if the event is canceled, a *six week's notice* must be given or deposit will not be returned.
 - a fee of \$50 is assessed if facilities are left unreasonably dirty or disordered.
2. The rental rates are:
 - If renting the entire Parish Center – **\$650 per night** (24 hour period) with a **%10 or \$100 minimum deposit**. \$25 for each additional hour.
 - If renting just the Parish Hall - **\$300 for 4 hrs.** or **\$450 for 8 hrs.**, (includes decorating time and clean up) with **\$100 deposit**. \$25 for each additional hour.
 - rental of hall includes use of kitchen with limited use of stoves, refrigerators, etc.
 - If renting a Meeting Room - **\$100 per day** per room with a deposit of one half of total charge.
3. Balance of payment is due at least two weeks prior to event unless special arrangement is made.
4. Use of alcohol must have previous approval and we encourage that its responsible use be advocated.
5. Candles may not be used in dorm rooms. No unattended candle will be permitted in conference rooms.
6. Table and chairs may not be removed from facilities or loaned. All furniture in the church sanctuary may not be removed from the sanctuary space.
7. The pool table must not be moved. If it is moved, \$50 will be assessed to cover the cost of re-leveling the table.
8. No rice, birdseed, etc. may be thrown or balloons released.
9. We are a smoke free facility

It is agreed that anyone using and/or renting facilities shall obey all local, state, and federal laws. The Parish of St. Bernadette reserves the right, at any time, to cancel the Rental Agreement if any provision is violated. We also reserve the right to determine if any monies will be returned.