

**RENTAL RATES FOR ST. THOMAS AQUINAS CATHOLIC CENTER**

The following rental fees are for the space indicated for a portion of the day (morning, afternoon, or evening).

Newman Hall	\$250.00	Sienas (both Siena A & B)	\$75
Kitchen (Meal)	\$350.00	Mores (both More A & B)	\$75
(stove/oven use)		Classrooms	\$50.00
Kitchen (Light refreshment)	\$75.00	Upper Room	\$50.00
Worship Space	\$500.00	Sound Equipment	\$50.00
		((\$50.00 deposit)	

**A clean-up fee of \$15.00 an hour will be charged if custodians have to clean up after the event.**

**THERE WILL BE A \$100.00 BUILDING DEPOSIT FOR EACH RENTAL**

**\*\*\*\*\***

Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Departure Time\*: \_\_\_\_\_

(\*All events must depart no later than the 11:30PM deadline)

NAME OF ORGANIZATION: \_\_\_\_\_

PERSON IN CHARGE OF THE EVENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PURPOSE OF THE MEETING: \_\_\_\_\_ NUMBER ATTENDING: \_\_\_\_\_

RENT TOTAL \$ \_\_\_\_\_ DATE RENT PAID \_\_\_\_\_

DEPOSIT TOTAL \$ \_\_\_\_\_ DATE DEPOSIT PAID \_\_\_\_\_

CLEARANCE IS HEREBY MADE FOR THIS ORGANIZATION TO USE **ST. THOMAS AQUINAS CATHOLIC CENTER** ACCORDING TO TERMS AGREEABLE BY ALL.

STAFF APPROVAL \_\_\_\_\_

RENTING ORGANIZATION REPRESENTATIVE. \_\_\_\_\_

SIGNED \_\_\_\_\_

( Coordinator)

## **ST. THOMAS AQUINAS CATHOLIC CENTER FACILITIES RENTAL FORM**

1. Space is allotted on a first come first serve basis. Reservations should be made at least 2 weeks in advance of the event.
2. **Reservations of space will not be completed until all forms are completed and the refundable deposit and rent have been paid.**
3. In general, groups cannot be scheduled until the new school year has been in session one month.
4. Ordinarily, reservations can be made no more than one month in advance of the date of the event.
5. Groups are responsible for set-up and clean-up of the facilities within the pre-determined arranged time. Groups must be cleaned up and checked out by no later than 11 :30PM the day of the event. Attached is a list to assist you in cleaning up the facilities.
6. **No drugs or smoking** will be allowed on the grounds or premises. If you violate this, your event will be stopped in progress and/or you will not be allowed to use the facilities again. Special permission must be obtained from the Pastor for alcohol beverages. Proof of Insurance is required.
7. If you have a last minute change of plans, your group will be early or late, or the event is canceled, call the custodian immediately!!! Call the front office at 743-4652 or custodian at 203-309-2634.
8. St. Tom's is not responsible for any lost articles. The building is unlocked for a great portion of the day.
9. Set-ups the evening before are strongly discouraged and need approval as students use Newman Hall for study sessions day and night.
10. Failure to comply with any of the above policies may result in the prohibition from future use of the facilities.
11. Deductions from the refundable deposit will be made for damages or for failure to clean up.
12. The person in charge of a group activity must check in upon arrival with the custodian and present the check list for identification.

## CHECKLIST FOR GROUPS USING THE FACILITIES OF ST. THOMAS AQUINAS CENTER

Name of Group \_\_\_\_\_ Date \_\_\_\_\_  
Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_  
Arrival time \_\_\_\_\_ Departure Time \_\_\_\_\_ (No later than 11:30PM)

**THE CUSTODIAN'S PHONE NUMBER IS (203) 309-2634**

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The person in charge of a group or activity must check in with the custodian who is on duty and present this checklist for identification upon arrival. If for some reason your arrival time will be delayed, please call the custodian and report your approximate time of arrival. All the groups must have the area they use cleaned and ready for inspection by the custodian on duty before the time deadline or no later than 11:30PM. Failure to comply with these policies may result in prohibition from further use of the facilities in the future.

Areas circled are those for which you are responsible for cleaning up. Listed under each are specific tasks which must be performed. After your use of the area the supervising custodian will show you where the necessary cleaning equipment is located.

When the supervising custodian is satisfied with your work, he will sign the back of this sheet and return it to the scheduling coordinator.

### **Remove all trash to dumpster in the parking lot.**

#### **Audio Control Box in Newman Hall:**

- A. Check that all microphones, etc., are turned off. Cords should be coiled and microphones should be returned to the control box.
- B. Everything should be returned to normal position, etc. Note that only authorized persons should ever be allowed in the room at any one time.
- C. Borrowed extension cords should be coiled and returned to the control box.

#### **Upper Room (space between the Kitchen and Newman Hall):**

- A. Return all chairs and tables to original or normal arrangement position. (No folding tables left in this area, e.g., between partition and kitchen).
- B. Gather all soft drink cans, paper cups, etc., and dispose in recyclable bins or trash cans.
- C. Gather all debris on the floors, under chairs, etc.
- D. Turn off lights.

#### **Kitchen:**

- A. Clean top of stoves, tables, counter tops and cabinet doors; the insides of oven, sinks, refrigerator; the walls, etc.
- B. Clean and return all silverware, dishes, pans, etc., to proper places as indicated, free from grease, food, and water, and thoroughly dry.
- C. Clean entire floor, under stoves, tables, etc. Sweep, mop and scrub if necessary.
- D. Empty all trash to dumpsters in parking lot.**
- E. Place all used towels, dish cloths and pot holders (wet or dry) in laundry baskets, or on towel rack.
- F. Leave no food unless the supervising custodian accepts responsibility for it. Pots and pans may not be used to take extra food home and later returned.

#### **Newman Hall:**

- A. Put chairs away in storage area in stacks often. (The responsible person should find out how to instruct his/her crew so that legs of chairs are not left askew and bent under weight.)
- B. Wash table tops before putting them away.
- C. Put tables away (except one on south wall) placing them in table carriers with table tops together and

legs to legs.

- D. Dry mop entire floor and wet mop where needed. Clean floor of stage and leave as found.
- E. Remove all tape and string from the ceiling. Nothing is to be taped to walls without permission.
- F. All garbage is to be removed and placed in trash containers outside in the dumpster. Put clean plastic bags in waste baskets.
- G. Turn off all lights. (Spot lights on stage are turned off by pushing, not rotating, to dim.)  
Be certain that all spot lights are back in the proper position.

**Thomas More and Siena Rooms:**

- A. Return tables, chairs, etc., to normal position.
- B. Turn off all lights when finished.
- C. The floor should be cleaned, writing on whiteboards erased, etc.

**USE OF ST. THOMAS AQUINAS FACILITIES  
STATEMENT OF POLICY**

1. The Staff and Parish Pastoral Council of St. Thomas Aquinas Catholic Center desire to be of service to the community by allowing groups to use its facilities when they are not in use for regularly scheduled Center events.
2. Use of the facilities by any group does not imply endorsement by St. Thomas Aquinas Staff of the policies and purposes of the group, nor does it imply expense to the Center. Facilities are rented, unless there is a special reason to waive the fee. The Staff of St. Thomas Aquinas Catholic Center makes final decisions regarding this.
3. When groups using the facilities publicize their activities, they should not give the impression that such events are sponsored by St. Thomas Aquinas Catholic Center.

**4. Restrictions:**

- A. Groups will not be allowed to use the facilities for purposes which are immoral and illegal.
- B. Groups will not be allowed to use the facilities for purposes which encroach upon the academic prerogatives of the University.
- C. Children are not allowed in any area unattended. There must be an adult to supervise them in a reserved room.

Note: In cases of doubt about whether or not facilities should be made available to a particular group, the Staff reserves the right to consult one or more of its advisory committees: The Staff of St. Thomas, Parish Council, Faculty Advisory Committee. The decision of the Staff in all such cases will be final.

5. Space will be allotted according to the following priorities:
  - A. Groups from St. Thomas.
  - B. Groups from other religious foundations for ecumenical events.
  - C. International Student Organizations.
  - D. University related student and faculty groups.
  - E. Groups not related to the University in any way.
6. The staff representative will decide if the deposit fees will be refunded in their entirety or part, based on the notations from the custodians for assistance. The deposit will be withheld for damages and replacements if necessary.
7. If the sound equipment was used, the supervising custodian must go with the person who operated the equipment or person in charge to examine it, and then initial here. \_\_\_\_\_

\_\_\_\_\_  
Time and Date

\_\_\_\_\_  
Supervising Custodian