

RITZERT HALL-USE POLICY

The following rules and regulations for use of the Parish Hall Facility have been established.

Requests should be made as soon as possible as to the date the facility is wanted, the time and the purpose. All telephone request to reserve the hall must be followed with the signing of a contract within 14 days. Reservation date cannot be guaranteed unless signed contract is returned within the 14 day period.

GENERAL GUIDELINES

1. The hall may be used on any day of the week. Sunday usage may be between the hours of noon and 10:00 p.m. Monday through Thursday the hall is available from 10:00 a.m. to 10:00 p.m. . Friday and Saturday the hall is available from 10:00 a.m. until midnight. All activities are to be over by 11:00 p.m. and all clean-up be over and everyone out by midnight.
2. Renter clean-up requires the removal of all decorations and major food and beverage spills as well as the floor being broom swept. Non-adherence will result in loss of total security deposit.
2. For parish functions, it is the responsibility of the person(s) reserving the hall for the set-up of the tables for their particular need.
3. The person(s) making arrangements for and signing the contract for the rental shall be responsible for making arrangements with any caterer subject to approval by Parish Council. St. Matthias is only providing the facility and shall not be held responsible for the contract between the Licensee and the catering service.
4. The person(s) making arrangements for and signing the contract for the rental shall be responsible for all loss or damage to the hall and its furnishings. No tables, chairs or kitchen equipment are to leave the building at any time.
5. Decorating the Hall will be permitted on the evening prior to the event providing there is no other activity scheduled. If this is not possible, provisions can be made for decorating before the event through the Hall/event Manager. Table decorations are acceptable. NO tacks, glue, nails, staples, or paint may be used on the floor, walls, chairs, ceiling, and tables. No decorations or attachments of any kind shall be placed on any walls, windows, door, or ceilings.
6. Ritzert Hall is a smoke-free facility.
7. Alcohol is permitted according to diocesan guidelines. A contract form with the Pittsburgh Catholic Diocese will be available to the renter. It is the renter's responsibility to complete the form, include the necessary fee of \$125.00 and return form to St. Matthias Church within 10 days of signing the contract. Proof for alcohol usage will be posted by the Hall/event Manager.
8. If alcohol is to be served at the event, a bartender or tenders will be provided through St. Matthias on a ratio of 1 bartender for each 150 guests or part thereof. The fee for each bartender will be \$15.00 per hour. Bartenders may also be provided by caterer in which event the parish must be notified by renter.
9. The Hall/event Manager or bartender will take necessary action with regards to anyone who serves a minor alcohol, is too drunk, or smokes within the building.
10. St. Matthias church will not be responsible for personal or bodily injury sustained while using the hall.
11. The Licensee or catering service will supply all paper products, eating utensils, glasses, etc. for the function.

12. The use of a catering service does not exempt - release the Licensee from the responsibility to clean and return the kitchen to its original condition.
13. Refrigerator may be used on the day of the event, but no food or beverage may be left in the refrigerator. Stove may be used for reheating food, but not cooking.
14. All food and beverage shall be consumed inside the hall.
15. Garbage is to be placed in a location designated by the Hall/event Manager.
16. The hall does have a 100 cup coffee pot which may be used at no charge. We must know ahead of time to make this available. Coffee must be provided by the renter.
17. Renter may bring in cookies, sandwich trays, snacks, and non-alcoholic beverages for an event that does not require a caterer.
18. Occupancy is limited to 250 people maximum per occasion. Round tables will seat 216; rectangular tables are available for extra seating. There are 157 matching chairs and the remaining chairs needed would be folding wooden chairs.
19. Lower floor is available with permission of parish administrator or hall event manager.
20. Hall/event Manager has the authority to terminate the contract if the renter does not abide by the above policies and rules. No refund of money will be given should this occur.
22. St., Matthias Parish Council has the authority to deny rental.

FEES are as follows:

	Times	Charge per Hour	Hours minimum
Sunday	12 Noon - 10 pm	\$75.00 per hour	3
Monday-Thursday	10 am - 10 pm	\$75.00 per hour	3
Friday-Saturday	10 am - 3 pm	\$75.00 per hour	3
Friday-Saturday	3 pm - 11 pm	\$95.00 per hour	3

All events are 3 hour minimums only.

- *All require a \$250.00 security deposit. If the hall, bathrooms, and kitchen are returned to their original condition, the \$250.00 security deposit will be refunded.
- *One-half of hall rental fee is payable at time contract is signed and is not refundable. The balance, the bartender fee and the \$250 security deposit are due 10 days before the scheduled event. If the balance is not paid 10 or more days prior to the intended rental date, the lease terminates and the down payment is forfeited.
- *If event is canceled before the event date, 50% deposit is non-refundable. However, any balance or security deposit paid will be refunded, excluding Liquor Liability.