



Prince of Peace Catholic Community

16000 W. 143rd St. · Olathe, KS · 913-782-8864

Private Rental Information

Thank you for inquiring about renting space at Prince of Peace for your event. Our Parish Life Coordinator or another member of the staff will be in contact with you soon to further discuss your rental request. Below is basic information about costs and expectations related to the rental of our facility.

Rental Rate plus Deposit Fee are due upon submission of the completed Facility Use Agreement Form. Special Events Coverage is due no later than 90 days prior to the event. Costs are as follows:

<u>Parish Hall:</u>	Registered Members	\$ 1,195.00
	(\$600.00 Rental Rate + \$500.00 Deposit Fee + \$95.00 Special Event Coverage*)	
	Non-Registered Individuals and Groups	\$ 2,195.00
	(\$1,100.00 Rental Rate + \$1,000.00 Deposit Fee + \$95.00 Special Event Coverage*)	

<u>Parish Hall Meeting Room</u> <u>or Marian Room:</u>	Registered Members	\$ 595.00
	(\$300.00 Rental Rate + \$200.00 Deposit Fee + \$95.00 Special Event Coverage*)	
	Non-Registered Individuals and Groups	\$895.00
	(\$450.00 Rental Rate + \$350.00 Deposit Fee + \$95.00 Special Event Coverage*)	

Note: (1) For-Profit functions are subject to additional fees as determined by the Parish Administrator and are dependant upon the length of event and numbers in attendance. (2) On school days, the Parish Hall & Kitchen will be available after 6:00 PM.

- Any activities, speakers, or events that occur on Prince of Peace property can not conflict with the teachings of the Catholic Church. ***Any activity, speaker, or event that is found to be in conflict with the teachings of the Catholic Church will be subject to cancellation with forfeiture of the deposit fee.***
- **In the event of cancellation, the Deposit Fee is non-refundable.**
The Rental Fee will be returned in the form of a check within 30 days.
- If a DJ is contracted:
 - All equipment needed must be provided by the DJ or band contracted to provide music for the event. The DJ or band may not access or use the Prince of Peace AV systems.
 - Use of audiovisual equipment cannot occur while liturgical activities, including Masses and Holy Hours, or Confessions are taking place.
 - Smoke or fog machines are not allowed.
- If the Kitchen is to be used:
 - **Equipment training and cleaning instruction are required.** Prior to the function, you, members of your party, or your caterer must make arrangements with the Parish Administrator for proper equipment training and cleaning instruction.
 - The Kitchen must be completely cleaned at the end of your function and all Kitchen equipment returned to its proper place. You are not allowed to store any items related to your function in the Kitchen after your function has ended.
 - Steamer Pans / Pots / Utensils are not available for use by caterers. Caterers must provide these items if cooking/food prep.
 - The Parish is not responsible/liable for products/items left in the kitchen refrigeration units.
- **To avoid a \$100.00 storage/clean-up fee:**
 - Remove all decorations, table coverings, etc., after your function ends.
 - Tables and chairs must be cleaned, returned to the table storage room, and stored as they were found

- Clean the floor of debris and mop up any spills.
 - Do not use the dry erase boards without the proper dry erase markers.
 - You are not allowed to store any items related to your function in another room after your function has ended.
 - Your trash must be picked up and placed in the trash cans provided.
- You will have use of the facility space during the reserved time only, and no later than 11:00 PM.
 - You need to have a parish Custodian onsite after 9:00 PM. The rate is \$25.00 per hour.
 - Nothing can be hung from the ceiling by anyone, including contracted workers, associated with your event. You can not staple, pin, glue or tape anything to the ceiling, walls, windows, or doors without prior discussion and approval of the Parish Administrator or Parish Life Coordinator.
 - You are responsible for all set-up and clean-up of the facility space, and you agree to return the facility space to the condition it was in prior to the function.
 - You cannot stand or sit on the tables. (Replacement costs are as high as \$500.00 per table.)
 - You are not allowed to adjust the thermostats. If the temperature in the room becomes an issue, please contact the custodian.
 - You and your guests can not use any other area of the Church other than the facility space reserved, including the Early Education Center gated playground.
 - Any event with participants under the age of 21 must have adult supervision. For safety reasons, youth cannot be in any area of our campus without direct adult supervision during your function.
 - Use of alcohol is limited to beer and wine. There are requirements for the use of independent security and bartenders when alcohol is being provided, served, or consumed.
 - If the use of our audiovisual systems or equipment is needed, arrangements must be made with the Parish Administrator or Parish Life Coordinator.
 - You must **report any damage, including minor damage, incurred to the facility space to the Parish Administrator, 913-782-8864.**
 - You understand that non-compliance with the above-mentioned Requirements will result in the **partial or complete forfeiture of the Deposit Fee, as well as additional repair/replacement fees should any damage be incurred to the facility or furnishings.**
 - We reserve the right to collect from you, any repair/replacement fees that arise from your function not addressed above.