

# HOLY SPIRIT CHURCH FACILITIES

<i>HSC Facilities</i>	<b>Parish Center (Gym)</b>	<b>Small Hall</b>	<b>DeSousa House</b>
<b>Rental Fee (Less holding fee)</b>	\$1500 <b>(Due 30 days prior to event)</b>	\$450/Parishioners \$550/Non-Parishioners <b>(Due 30 days prior to event)</b>	\$150/hour-min. 4 hours-(4 rooms in 4-plex) \$100/hour-min. 4 hours-(2 rooms in 4-plex) \$900 flat fee over 4 hours (4 rooms in 4-plex) \$600 flat fee over 4 hours (2 rooms in 4-plex) <b>(Due 30 days prior to event)</b>
<b>Capacity</b>	500	150	168
<b>Holding Fee</b>	\$300	\$150	\$300
<b>Due Date</b>	<b>At time of reservation</b>	<b>At time of reservation</b>	<b>At time of reservation</b>
<b>Security/Cleaning deposit</b>	\$1000 (refundable)	\$200 (refundable)	\$1000 (refundable)
<b>Due Date</b>	<b>30 days prior to event</b>	<b>30 days prior to event</b>	<b>30 days prior to event</b>
<b>Availability</b>	Saturday's only (7a.m. - 12a.m.) Subject to availability	Subject to availability	Subject to availability
<b>Liability Ins. Fee</b>	1-100 Daily Attendance - \$162 101-500 Daily Attendance - \$200	1-100 Daily Attendance - \$162 101-500 Daily Attendance - \$200	1-100 Daily Attendance - \$162 101-500 Daily Attendance - \$200
<b>Liability Ins. Fee w/Liquor Liability</b>	1-100 Daily Attendance - \$262 101-500 Daily Attendance - \$400	1-100 Daily Attendance - \$262 101-500 Daily Attendance - \$400	1-100 Daily Attendance - \$262 101-500 Daily Attendance - \$400
<b>Insurance Fees Due Date</b>	<b>30 days prior to event</b>	<b>30 days prior to event</b>	<b>30 days prior to event</b>
<b>Key pick-up/Inspection</b>	By appt./Day before event	By appt/Day of or before event	By appt/Day before event
<b>Key pick-up location</b>	DeSousa House-Jennifer Fields	Rectory	DeSousa House-Jennifer Fields
<b>Lost or broken Keys</b>	Whole set \$300 (CyberKey \$100)	CyberKey \$100	CyberKey \$100
<b>Key drop off</b>	Drop in Rectory mail slot	Drop in Rectory mail slot	Drop in DeSousa House mail slot
<b>Inspection/Day after event</b>	TBD	TBD	TBD
<b>Contact information</b>	Jennifer Fields	Jennifer Fields	Jennifer Fields
<b>Phone #</b>	797-1660, ext. 205	797-1660, ext. 205	797-1660, ext. 205
<b>Email</b>	<a href="mailto:jenniferhsc@aol.com">jenniferhsc@aol.com</a>	<a href="mailto:jenniferhsc@aol.com">jenniferhsc@aol.com</a>	<a href="mailto:jenniferhsc@aol.com">jenniferhsc@aol.com</a>
<b><i>If you are interested in reserving one of the facilities at Holy Spirit Church, please call the number mentioned and leave a message with the following information; your name, phone number, best time to reach you, the facility you are interested in, the date and time of the reservation and we will return your call. All rental messages will be retrieved on Wednesday's, each week. If you need immediate attention please send an email to Jennifer Fields.</i></b>			
<b><i>Thanks for your interest in our Facilities</i></b>			
<b><i>Holy Spirit Church Management</i></b>			