



FACILITIES USAGE FORM

Reservation, Guidelines, and Memorandum of Agreement Form

Please Initial	<u>Important Things to Consider</u>
_____	1. There is No Fee to use the Main Church, the Blessed Sacrament Chapel or the Chapel of St. Thérèse (without air-conditioning).
_____	2. The use of the air-conditioning system is OPTIONAL . A/C fees will be applied to defray the cost of power consumption.
_____	3. The main church, chapels, and adjoining facilities are all on Sacred Ground. Food & drink must not be brought into church and chapels. Alcoholic and tobacco products shall not be consumed or used on church grounds.
_____	4. Fees are assessed for usage of the Lanai and Conference Center facilities.
_____	5. Reservations are on a first come, first serve basis.
_____	6. No event or Mass is CONFIRMED unless this form is signed and acknowledged by the Rector, Vice Rector or his designee.

FACILITIES & FEES

CHURCH / CHAPEL OF ST. THERESE USAGE

	<u>Main Church</u>	<u>St. Thérèse</u>
■ without air-conditioning	No Cost	No Cost
■ with air-conditioning		
● Funeral Mass Only (one-time use – 2 hours maximum).....	\$500	\$250
● Viewing (extended period).....	\$200 per hour	\$100 per hour
● Nightly Mass/Rosary	\$200 per night	\$100 per night
● Wedding / Baccalaureate / Large Special Masses (outside a regular Mass Schedule).....	\$1,000	\$500
● Baccalaureate / Large Special Masses (combined with a regularly Scheduled Mass <small>***To comfortably accommodate the extra attendees extra A/C units are turned-on</small>	\$500	\$250
● Rehearsals of any kind (1 ½ Hours maximum)	\$300	\$150

BLESSED SACRAMENT CHAPEL USAGE (EXTENDED USE ONLY)..... \$75 per day

LANAI USAGE

- ❖ **Guidelines:**
 1. The lanai & restrooms must be swept and mopped after each use (Please provide your own cleaning materials).
 2. Please check around the church grounds and dispose of any trash that may have originated from your function.
 3. Garbage disposal is the responsibility of the user of the facility. (If applicable: Please inform your caterer.)
 4. Damage to the facility or property must be reported to the office immediately. The Cathedral-Basilica reserves the right to assess additional charges or fees to compensate for damages to the property or facility.

- **Fees: (payable prior to usage)**

One-Time Use.....	\$500
Extending a period over one (1) day.....	\$50 per day/night

CONFERENCE CENTER USAGE:

- ❖ **Guidelines:**
 1. The Conference Center must be swept after each use and all trash must be removed from the premises.
 2. Damage to the facility or property must be reported to the Rector immediately. The Cathedral-Basilica reserves the right to assess additional charges or fees to compensate for damages to the property or facility.

- **Fees: (payable prior to usage)**

One-Time Use.....	\$500
Extending a period over one (1) day.....	\$125 per hour

