

# St. Matthew Catholic Church

10703 Wurzbach Road  
San Antonio, TX 78230  
(210) 478-5000  
(210) 696-8858 (Fax)



## Special Events

*St. Matthew Catholic Church*

*Bernard Zarazua  
Facilities Manager*

10703 Wurzbach  
San Antonio, TX 78230

210-478-5001  
Fax 210-696-8858

Email: [bzarazua@stmatts.org](mailto:bzarazua@stmatts.org)

# FEES

(Effective as of 9/1/05)

	McDonald Family Center		McDonald Family Center		Parish Hall	Church
	Banquet Hall	Gym	106	Classrooms		
Parishioner Cost	\$1000.00	\$25.00 / hr	\$75.00	\$50.00	\$350.00	\$200.00
Non-Parishioner Cost	\$1500.00	\$50.00 / hr	\$150.00	\$75.00	\$500.00	\$300.00
Rental Deposit	\$250.00	\$0.00	\$50.00	\$25.00	\$150.00	N/A
Damage Fee	\$300.00	\$0.00	\$50.00	\$25.00	\$200.00	N/A
Cost – Each Additional Hr	\$350.00	\$0.00	\$40.00	\$20.00	\$75.00	N/A
Security each (per hour)	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Security (overtime/hr)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

## Information, Rules & Policies

### 1. McDonald Family Center (MFC)

#### 1.1. Banquet Hall

- 1.1.1. The MFC will accommodate 45 round tables, 5 feet in diameter. Eight people can be seated comfortably. The size of the tablecloths recommended is 84 inches.
- 1.1.2. Kitchen facilities are available with use of walk-in cooler, gas stove and ice machine. No cooking utensils are provided and no tables are to be taken into the kitchen. No One Under 13 Years Of Age Will Be Permitted In The Kitchen.

#### 1.2. Gym

- 1.2.1. The Gym will accommodate 200 people on the bleachers

#### 1.3. Room 106

- 1.3.1. Will accommodate 72 to 96 people with rectangle tables
- 1.3.2. Will accommodate 120 people with seats only

#### 1.4. Classrooms (101, 102, 103)

- 1.4.1. Will accommodate 48 people with rectangle tables
- 1.4.2. Will accommodate 60 people with seats only

### 2. Parish Hall

- 2.1. The Parish Hall will accommodate 25 rectangle tables, 6 feet in length. Six people can be seated comfortably.
- 2.2. Kitchen facilities are available but no cooking utensils are provided.
- 2.3. The refrigerator is limited in use and nothing can be removed.
- 2.4. The storage cabinets, coke machine, other items will not be removed from the facility.

### 3. Fees:

- 3.1. Fee covers only the facilities, utilities, custodial services, tables and chairs. It does NOT provide catering, linens, etc. Cost of table covering or other preparations will be borne by the Applicant and removal of same shall be part of the clean up by the Applicant.
- 3.2. The fee covers a rental period of five (5) hours, unless otherwise noted. In addition to the 5-hour period the renter is allowed three hours for decorating and one hour for clean up.

#### 4. Reservations:

- 4.1. To request a reservation, complete the Parish Facilities Rental Application Form (Attachment "C").
- 4.2. One (1) week prior to the special event the McDonald Family Center / Parish Hall Table Setup & Dance Floor (Attachments A & B) must be submitted to the Facilities Manager office.
- 4.3. Reservations under the agreement will not be final until payment of rental deposit and completed Parish Facilities Rental Application Form is received. Full payment is payable no later than thirty (30) days prior to scheduled date of occupancy or the reservation will be cancelled. Reservations made with less than thirty (30) days will require full payment plus rental / damage fee deposit.
- 4.4. The facility cannot be held until the initial rental deposit has been paid. The rental deposit is applied to the total cost.
- 4.5. **St. Matthew** does not accept reservations for Catholics being married in a civil ceremony.
- 4.6. **St. Matthew** does not accept reservations for Quincianeras, Debuts, Sweet Sixteen, Jr. High & High School parties and/or graduations.
- 4.7. **St. Matthew** does not accept reservations for the following dates: 1) New Years Day, 2) Martin Luther King, Jr., 3) Ash Wednesday, 4) Good Friday, 5) Holy Saturday, 6) Easter Sunday, 7) Battle of Flowers Day, 8) Day Before & Day of Church Festival (first Saturday & Sunday of May), 9) Memorial Day, 10) Independence Day, 11) Assumption of Mary, 12) Labor Day, 13) All Saints Day, 14) Thanksgiving, 15) Christmas, 16) Lent & Advent Mission Days). **ALL** facilities will be closed to non-liturgical meetings and/or events.
- 4.8. **RATES** for Registered Parishioners apply ONLY when the event is given specifically for or by a registered member of the Parish and does not apply to a non-Parish group or organization to which a parishioner belongs. Registered parishioners will be verified through the Shelby Church System that tracks all registered parishioners. If not on the Shelby Church System, you will be contracted as a non-parish individual / group.
- 4.9. Rental to any non-Parish individual/group is subject to approval by the Pastor. Non-Parish individuals / groups will be notified of non-approval one week after Request Reservation Form has been received.
- 4.10. Rental of facility will be used for purpose stated on Parish Facilities Rental Agreement Form. Should facility be used for any other purpose is a violation of the agreement and will constitute immediate eviction from facility and forfeiture of all fees.
- 4.11. Renter is solely responsible for all decorating of the Facility following the Decorating Guidelines (#8).
- 4.12. The Facilities Manager, or an authorized representative, may be present at any and all functions/events while the facility is being used.
- 4.13. **St. Matthew Catholic Church** reserves the right to cancel and / or change any reservations.
- 4.14. All sports related activities for any facility will be coordinated through the St. Matthew's Athletic Director, Mike McGuire at 210-478-5027.

#### 5. Damage Fee:

- 5.1. The damage fee as stated for the facility being used is due no later than thirty (30) days prior to the event.
- 5.2. The damage fee will be deposited and held until after the event to cover any withdrawals. The fee will be forfeited if it is necessary for **St. Matthew** to engage in repairs to damages or extensive cleanup required following the event.
- 5.3. Renter will be responsible for damages done to the facilities during the period of time of event, including the setup/teardown for persons who are under renter's control or the control of contractors hired by the renter
- 5.4. False alarms due to helium filled balloons left behind will incur the false alarm fee of \$150 dollars.
- 5.5. The damage deposit will be refunded within seven (7) to ten (10) working days after the event.

#### 6. Cancellations:

- 6.1. You are due a full refund if the agreement is cancelled within 3 working days from the date the Request Reservation Form was turned in to St. Matthew's for approval.

- 6.2. All but \$150.00 of the rental fee may be refunded if the reservation is cancelled more than 90 days prior to the event, all but \$250 of the rental fee may be refunded if the reservation is cancelled between 30 and 90 days prior to the event. No refund will be made for later cancellations made within 30 days of the event.

## **7. Security:**

- 7.1. The services of a uniformed, duly commissioned, law enforcement officer within the state of Texas will be required for all dances, private parties, wedding receptions, fundraisers, any event with alcohol, etc.
- 7.2. The number of officers will depend on the number of people expected to attend. One (1) security officer per 100 people is required for each event. Additional guests in excess of 100 will require an additional officer for every 100 people.
- 7.3. **St. Matthew** is responsible for hiring the security officers needed for the event.
- 7.4. Where required, the law enforcement officers must be present and on duty during reserved hours, or until all guests have departed and the facility being used has been properly secured.
- 7.5. A fee of \$30.00 per hour for each security officer is due and payable thirty - (30) days prior to the event. Additional overtime hours will be billed at \$50.00 per hour, which will be deducted from the deposit/damage fee.

## **8. Decorating Guidelines:**

- 8.1. NO throwing of rice, birdseed, confetti, potpourri, glitter or any other matter inside or outside. (Bottles of bubbles are permitted.) Violation will result in loss of Damage Fee.
- 8.2. No decorations of any kind may be attached, tied, glued, pinned, nailed or stapled to any wall, paneling, molding, light fixture, door or doorframe of any of the facilities. No posters, notices, etc. will be allowed on the walls or doors in any of the buildings. Taped items will use special tape provided by St. Matthew. **NO** other tape is allowed.
- 8.3. No Bales Of Hay Or Straw May Be Used Inside The Facility.
- 8.4. The MFC has been equipped with hooks for hanging items, etc. A special tape that is available can be used on the wood only.
- 8.5. All decorations must be free standing.
- 8.6. Candles will be permitted, but must be contained in some form (ex: Hurricane lamp, globes, etc.).
- 8.7. The renter is allowed three hours for decorating and one hour for clean up.
- 8.8. Setup arrangements must be made with the Facility Manager one week in advance.
- 8.9. Renters must remove ALL decorations, equipment, rentals, catered items, food, etc. before leaving the premises. Helium filled balloons will be removed.

## **9. Rules to abide by in ALL facilities:**

- 9.1. Guests will not occupy facility earlier than as stated on the Parish Facilities Rental Agreement Form. Event invitees will vacate at or before the end of the lease period as stated in the agreement form, which shall be no later than 12:00 midnight. Clean up shall take no longer than one hour. St. Matthew custodians will start cleanup of tables/chairs, etc. thirty minutes after end of the lease period.
- 9.2. Band and/or DJ's:
  - 9.2.1. Moderate noise level is expected.
  - 9.2.2. They will play last song twenty (20) minutes prior to end of lease period.
  - 9.2.3. They will be given one (1) hour after the end of the rental period for breakdown and removal of all equipment.
  - 9.2.4. Setup and teardown of equipment must be done with care to prevent any damages to the facility.
  - 9.2.5. It is the renter's responsibility to plan accordingly to insure that the Band or DJ abide by this agreement.
- 9.3. Alcohol beverages are allowed. Alcohol may be SERVED but NOT SOLD. The sale, charge, or donation requested for any alcohol, set-ups, snacks, or other items by private organizations or individuals at wedding receptions, private parties, etc. is strictly prohibited.
- 9.4. No alcohol is allowed outside of the building during the function.

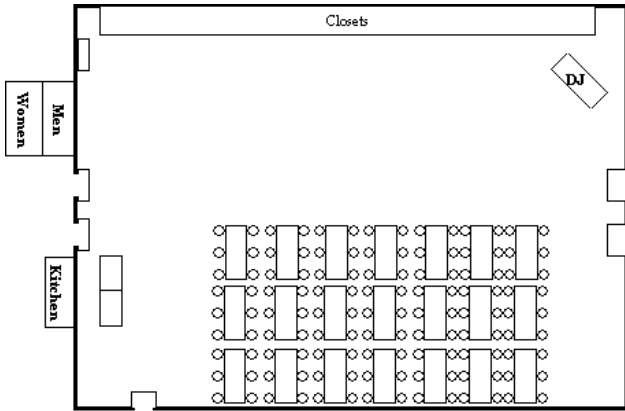
- 9.5. **ST. MATTHEW CATHOLIC CHURCH IS A NON-SMOKING FACILITY.** Smoking is prohibited in any and all parts of the building.
- 9.6. All individuals attending functions are to confine their activities to the facility being used.
- 9.7. Loitering about the grounds is not permitted, either during hours of use or after normal closing hours.
- 9.8. It is the responsibility of the APPLICANT to inform the caterers, decorators and florists of all restrictions. Caterers / Decorators must leave the facility as found.
- 9.9. Non-exclusive use of the parking area will be provided. St. Matthew Catholic Church assumes no liability for vehicles on its premises.
10. Lessee shall indemnify and save harmless JOSE GOMEZ, Archbishop of San Antonio and his successors in office, the Archdiocese of San Antonio, St. Matthew Catholic Parish, and any claim, demand, cause of action for personal injury or property damage of every kind and character and all losses, without limit or limitation, and without regard to the cause or causes thereof, or the negligence of any party or parties, sole, joint or concurrent, for injury, illness or death of any person or damage to any property arising out of or in connection with this agreement or Lessee's use of Lessor's property.

It is the express intention of the parties hereto that under this Indemnity and Hold Harmless Agreement, Lessee shall indemnify and protect Lessor from the consequences of Lessor's own negligence or gross negligence, whether real or alleged. Lessee acknowledges that it has read the foregoing Indemnity and Hold Harmless Agreement, knows its content, meaning and effect and has signed it voluntarily, willingly and without reliance upon any representations by Lessor.

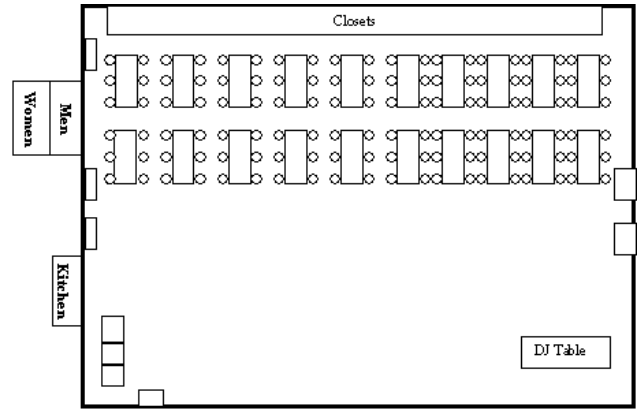
# Parish Hall

## Table Setup & Dance Floor

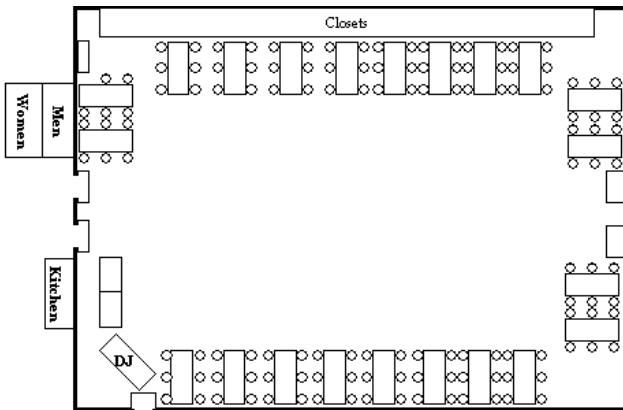
(Please Initial Plan Desired)



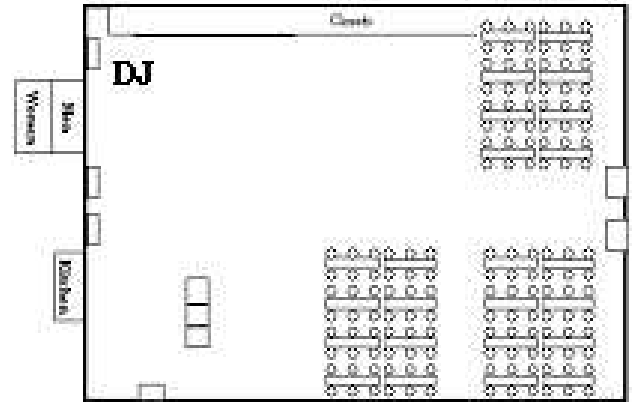
**Plan "PH-A"**



**Plan "PH-B"**



**Plan "PH-C"**



**Plan "PH-D"**

Reservation Date \_\_\_\_\_

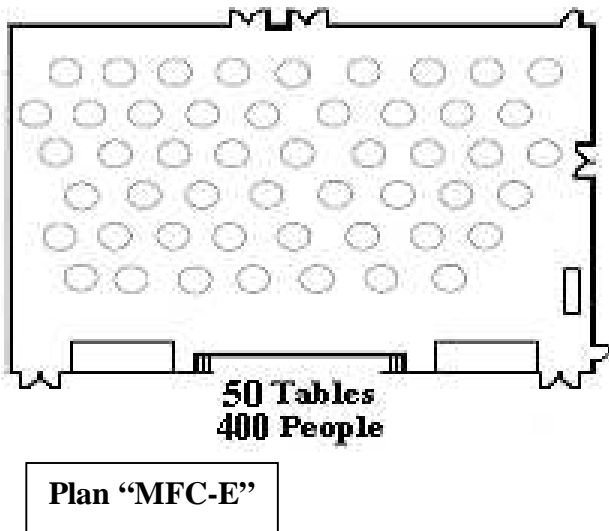
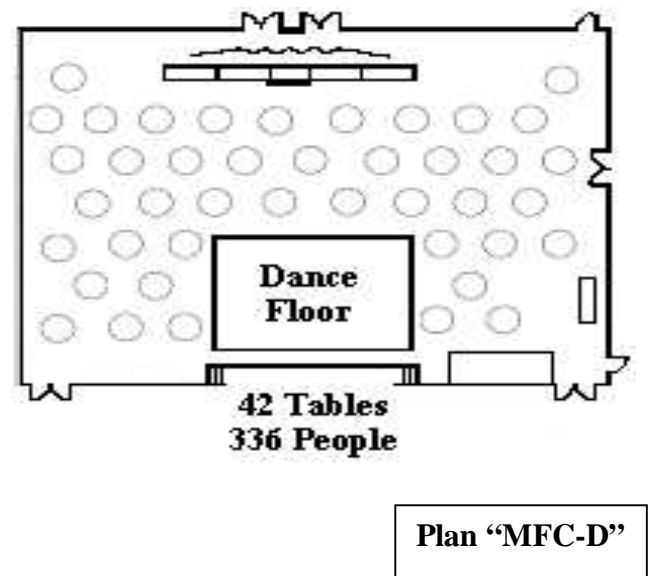
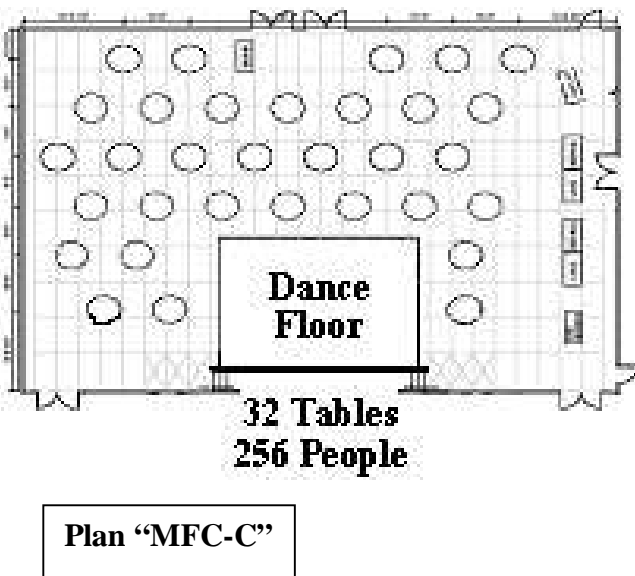
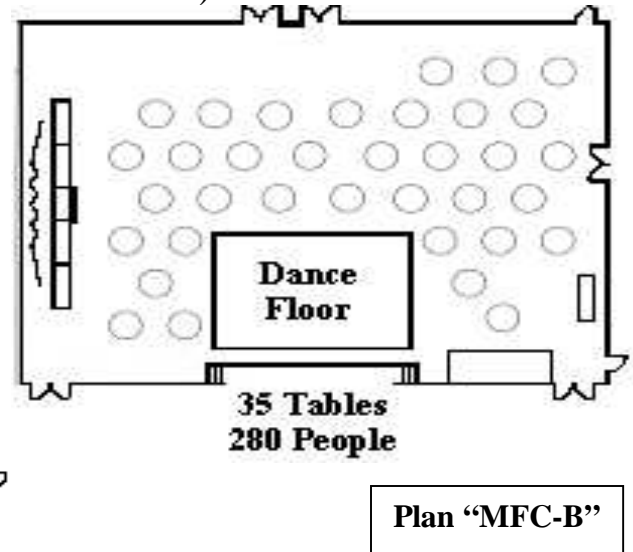
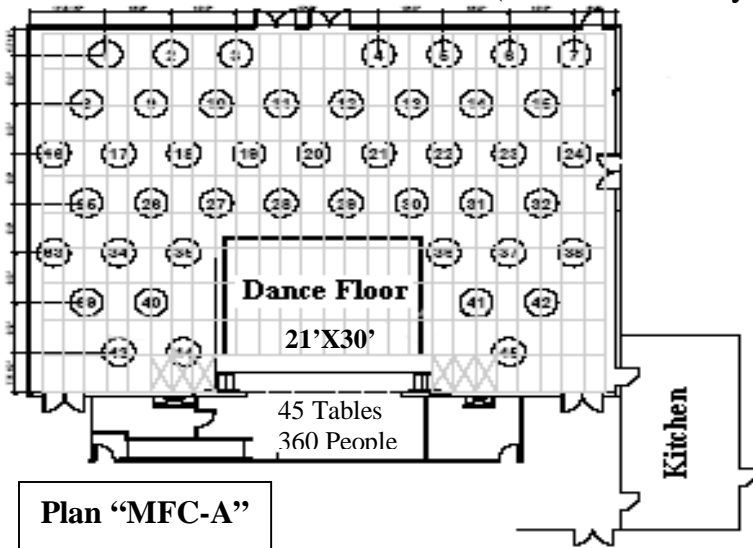
Name \_\_\_\_\_

Signature \_\_\_\_\_

# McDonald Family Center

## Table Setup & Dance Floor

(Please Initial By Plan Desired)



Reservation Date
_____
Name
_____
Signature
_____

**ST. MATTHEW CATHOLIC CHURCH**

**10703 Wurzbach  
San Antonio, Texas 78230  
(210) 478-5000  
(210) 696-8858 (FAX)**

**DATE OF RESERVATION  
REQUESTED**

**FACILITY REQUESTED**

**PARISH FACILITIES RENTAL APPLICATION**

(Complete Gray Shaded Area)

Registered Parishioner (verified)  Non-Parishioner

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No: Office \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Type Of Function \_\_\_\_\_

Event Hours: From \_\_\_\_\_ To \_\_\_\_\_ Approximate No. Of Guests \_\_\_\_\_

Decorating & Set-Up May Begin At \_\_\_\_\_ Additional Facility \_\_\_\_\_

If For Wedding Reception, Name Of Church: \_\_\_\_\_ Time Of Ceremony \_\_\_\_\_

Priest Or Minister: \_\_\_\_\_ Design Plan \_\_\_\_\_ Modifications  Yes  No

		<i>For Office Use Only</i>		Paid By
Deposit \$ _____	Add Facility \$ _____	\$ _____	Deposit _____ Date, _____ Check #, _____ Cash, _____	_____
Rental \$ _____	Add Hours \$ _____	\$ _____	Payment _____ Date, _____ Check #, _____ Cash, _____	_____
Damage Fee \$ _____	Add Security \$ _____	\$ _____	Payment _____ Date, _____ Check #, _____ Cash, _____	_____
Security \$ _____	Miscellaneous \$ _____	\$ _____	Payment _____ Date, _____ Check #, _____ Cash, _____	_____
Sub-Total \$ _____	Sub-Total = \$ _____	\$ _____	Payment _____ Date, _____ Check #, _____ Cash, _____	_____
<b>Total Due \$ _____</b>				

Name \_\_\_\_\_ Reservation Date: \_\_\_\_\_

Facility Requested \_\_\_\_\_ Additional Facility \_\_\_\_\_ Decoration Begins At: \_\_\_\_\_

Type Of Function \_\_\_\_\_ Event Hours: From \_\_\_\_\_ To \_\_\_\_\_ Design Plan \_\_\_\_\_

**I Have Received, Accept & Will Abide By The Rules & Policies Given To Me:** Received \_\_\_\_\_  
(Initial)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted: St. Matthew Catholic Church Representative

\_\_\_\_\_  
Date

**Any future amendments to this Rental Application must be in writing.**

# **ST. MATTHEW CATHOLIC CHURCH**

**10703 Wurzbach Road  
San Antonio, Texas 78230-2499  
(210) 478-5000 FAX (210) 696-8858**

## **Release, Hold Harmless, and Indemnity**

The Archdiocese of San Antonio, the Archbishop, bishops, and staff and St. Matthew Catholic Church, its pastor, parochial vicars, and staff shall not be liable or responsible for, and shall be saved and held harmless by Lessee from and against any and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, directly or indirectly, the Lessee's limited tenancy under this Agreement or performance under this Agreement, including claims and damages arising in whole or in part from the negligence of the Archdiocese of San Antonio, the Archbishop, bishops, and staff and St. Matthew Catholic Church, its pastor, parochial vicars, and staff.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Date