






## A CATHOLIC COMMUNITY AT CLINTON HEIGHTS

163 Columbia Turnpike • Rensselaer, New York • 12144

 518.449.2232  
 518.449.2234  
 [www.stmaryny.org](http://www.stmaryny.org)



### Procedures for Requesting Use of Facility for Parish Center Building Use

- Requests must be submitted via email to the Pastoral Associate for Parish Life & Administration from the Church of St. Mary's website: [www.stmaryny.org](http://www.stmaryny.org)
- Only those dates listed on the Calendar are available.
- Requests must be received at least two weeks prior to the requested date.
- The individual/group using the facility must submit their deposit check of \$150 and proof of insurance at least two weeks in advance. The deposit check should be made out to: The Church of St. Mary
- A "NSF" check for the deposit will result in the cancellation of the request.
- The deposit will be returned following the use (less any applicable costs: clean up, damaged to property or equipment, etc).
- Individuals/groups using the facility are expected to leave the facility as clean as they found it. Additional janitorial costs will be deducted from the deposit. Garbage is to be bagged and left outside the door.

#### **Suggested Donations:**

- |  |                         |
|--|-------------------------|
| • Gingras Conference Room (up to 8 people):      | \$25.00 per evening use |
| • St. Raphael Conference Room (up to 20 people): | \$50 per evening use    |
| • Class Rooms (up to 40 people):                 | \$75 per evening use    |
| • Parish Hall (Maximum Occupancy is 160 people): | \$100 per day           |