

* CCSB does not rent space for wedding receptions.

Available Spaces for Use:	Capacity	Parking	Chairs and Tables	Restrooms	Accessibility	Amenities
Holy Cross Hall (HC Hall) 108 E West St Baltimore, MD 21230	100 (standing and seated)	- West Street Garage - Meters on Light St (Holy Cross parking lot is not available).	Approx. 10 round and 4 rectangle tables; approx. 70 chairs	1	Ramp to enter. Restroom is accessible.	Kitchen has pots and pans, utensils, oven, stove, microwave, refrigerator, freezer, ice maker, drip coffeemaker (coffee, filters not provided). Trash liners and cans.
South Baltimore Retreat House (RH) 106 E West St Baltimore, MD 21230	40	- West Street Garage - Meters on Light St (Holy Cross parking lot is not available).	Approx. seating for 20 in both the dining and living rooms	1 on the main floor. Day time users are not permitted upstairs.	No accessible entrance No accessible restroom	Kitchen has pots and pans, utensils, oven, stove, microwave, refrigerator, freezer, coffeemaker (coffee, filters not provided). Trash liners and cans.
Good Counsel Hall (GC Hall) 1532 E Fort Ave Baltimore MD 21230	200 (standing and seated)	- Non-permitted on-street parking is readily available. (Good Counsel parking lot is not available).	Approx. 12 round tables and 8 rectangle tables; approx. 100 chairs	2	Hall is accessible by wheelchair lift (though church is not currently accessible) Restrooms not accessible	Kitchen has pots and pans, utensils, oven, stove, microwave, refrigerator, freezer, ice maker, coffeemaker (coffee, filters not provided). Trash liners and cans. Kegerator and tap for a keg.

Process for Securing Use of CCSB Facility:

- Read over this Facility Use FAQ. This includes descriptions of spaces, as well as the fee schedule.
- Complete the Facility Use Request & Agreement Form.
 - NOTE: Pay attention to the set-up and clean-up times you list. We have an average of 3+ events in every space on CCSB's campus every weekend, and we will reserve space for your event based on the times on this form. You may not enter before said set-up time, and you must be cleaned up by said clean-up time.

- Any additional requests to use the space (set up the night before, drop off events, etc.) must be made by email to CCSB staff member Deb Airey (who coordinates our hall rentals) by the Thursday at NOON before your event. No additional requests will be honored after that time.
- Await contact from CCSB staff to confirm facility availability.
- Once confirmed, pay the amount due. The email from CCSB staff confirming the event date will include the amount and the link to pay.
- Your event is not confirmed until all these steps are complete.
- The week of the event, you will receive the code to enter the space, cleaning instructions, and any other pertinent info.
- If the space was left the way it was found (clean, tablecloths and table covers in tact, trash taken out, counters/tables wiped down, etc.), you will receive your refundable cleaning deposit back within approximately 2-3 weeks.
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Facility Use Fees:

- **Cleaning Fee:** \$250 (Refundable)
After your event, a staff member will confirm the space has been returned to its original condition, including tables and chairs, trash and food removed, etc. Please reference the Cleaning Checklist provided in each facility. When confirmed, your cleaning fee will be returned to you by check in the mail within three weeks of your event.
- **IF AN ORGANIZATION RENTING THE SPACE:**
 - **AOB Insurance Waiver:** \$110 (unless providing own \$1M liability policy)
 - Individuals renting the space (birthday parties, etc.) do not need to provide this fee or waiver
- **Fee based on type of event:**
 - Celebration of Sacrament (baptism, funeral, First Eucharist, Confirmation): \$100
 - Private Party, no alcohol: \$150
 - Private Party: with alcohol: \$250

Payment Options:

- Credit card (payment can be made [HERE](#))

We provide:

- Trash liners, paper towels, wipes, hand soap, dish soap, and toilet paper.
 - HC Hall: These items are in the “CLEANING PRODUCTS” cabinet in the back left of the hall as you face the kitchen.
 - GC Hall: These items are on the shelves in the kitchen or in the bathroom cabinets.
 - South Baltimore Retreat House: These items are under the kitchen sink or in the bathroom.

You must provide:

- Labor to move tables and chairs; unfortunately, the parish does not have the staff capacity to assist with events.
- Plates, bowls, cups, napkins, cutlery
- Coffee (drip style); filters, stirrers, creamers, sugars
- ***Coffee makers must stay plugged in or they will cease to work and possibly leak!**

Tables and Linens:

- See above list of tables in each location. Tables may not be moved between locations.
- Parish staff are not available to set up tables for Event Use; please arrange upon arrival, and return the room to its original condition when the event is over.
- HC Hall tables that are currently set up have black linens with plastic coverings. Extra linens and plastic coverings may be available in the large walk-in closet if you choose to use extra tables.
- GC Hall tables that are currently set up have white or blue linens with plastic coverings. There are no extra linens/plastic covers if you choose to use extra tables.
- You may bring your own cloth or disposable linens for tables
- **You must parish linens and plastic coverings when the event is over. We have 3+ events in these spaces every weekend - please do not take home the linens without advance permission, as you will leave another event without table coverings.**
- The RH does not have linens.
- **If you choose to use parish linens, you must use plastic coverings and wipe them down after the event.**

Decorations:

- Painter's tape is the only permitted adhesive; you may hang items on the walls, but please remove them when finished.
- You may decorate the tables; however, you may not use confetti, glitter, or sand.
- No open flames (candles, etc.), with the exception of birthday candles.

Use of Oven/Stove

- HC Hall - use the provided lighter to light the pilot light on the stove.
- GC Hall - normal use
- Ovens can be turned on for warming food during Mass if set to low - 150

Entering the space:

- You will be provided a code to enter the building. You may not share this code with anyone.
- **You may not enter the space before or after the allowed times for your event,** as we have many sacraments, meetings, and events in our spaces. Please discuss your requested entrance time with the CCSB staff

member **by the Thursday before your event at noon** to receive confirmation. No requests will be honored after that time.

Food Storage:

- **Before Event:** if you would like to store food or have a caterer/shopper drop off food in advance, please discuss this with the CCSB staff member **by the Thursday before your event at noon to receive confirmation**. No requests will be honored after that time.
- **After Event:** all food must be removed. If you are looking for a place to donate food, Helping Up Mission accepts perishable food (drop off is weekday daytime). CCSB is not able to deliver your perishable leftovers, but we provide this info as a suggestion to reduce food waste.

Facility Use - Cleaning Checklist (also provided in each location):

- All kitchen items must be washed, dried, and returned to their location at the end of your event.
- Take out the trash (dumpsters in parking lot)
- Take home any recycling
- Wipe down the tables and kitchen counters
- **Ensure the tables, chairs, linens, etc. look the way they looked upon arrival**
- Turn off the lights
- Shut doors and ensure they are locked