

St. Mary's Parish Center Usage and Rental Policy

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Revised June 10, 2016

St. Mary's Center use and rental: Eligibility and Priority

Staff, ministry chairpersons and active parishioners of St. Mary's are eligible to reserve space in the Parish Center. An active parishioner is defined as: a) a registered member for 6 months; b) evidence of stewardship by use of offertory envelopes and/ or participation in parish life. The Parish Center and rooms are not available for rental for private functions of non-parishioners except affiliated Catholic/ Christian organizations or on a referral basis from St. Pat's, when their facility is unavailable. The Center may be available for rental for community service events on a case-by-case basis to be determined by the pastor.

HIGHEST PRIORITY

All parish functions are given first priority:

- All Parish Worship, Education and Faith Formation, Ministry and Parish Life events
- School events and school organized sporting events
- Parish and School Fundraising events, such as festivals and auction
- ***No insurance or rental fee is required - all users are required to leave the facilities in the condition they found it or risk forfeiting future facility use.***

SECOND PRIORITY

Functions that are sponsored by the parish and / or offer a service primarily to the parish:

- speakers and workshops
- scouting and other parish sponsored clubs
- craft and exercise classes
- parish sponsored blood drives, emergency or safety training
- parish directory photo sessions
- athletic gym use by parish sponsored groups
- ***No insurance or rental fee is required - all users are required to leave the facilities in the condition they found it or risk forfeiting future facility use.***

THIRD PRIORITY

Parishioner parties or events:

- events that have a personal nature but are parish related-i.e. baptism or wedding receptions**
- receptions after an anniversary Mass, etc.
- bridal and/or baby showers for teachers and staff
- family gym use
- ***Insurance & rental fees determined by party size and/or alcohol liability: see fee schedule***

FOURTH PRIORITY

Non-Parishioner events:

- Active St. Pat / St. Anthony parishioners (referred by St. Pat's if their center is unavailable)
- Affiliated Catholic/ Christian organizations
- Community service organizations
- ***Insurance & rental fees determined by party size and/or alcohol liability: see fee schedule***
- ***Outside charitable organizations will be limited to one "free" use per year.***

**** Marriages must be recognized by the Catholic Church for a wedding reception to take place in our facility.**

Rental Reservations, Application, and Availability

- 1) Parish Center reservations are accepted on a first come first serve basis, provided there is compliance with the Eligibility and Priority section of our Facilities and Usage Policy. Due to internal Parish priorities, reservations will not be accepted more than 12 months in advance.
- 2) Rental reservations will require an application to be filled out and submitted to the Plant Manager for review before the scheduling of an activity.
- 3) Rental hours are: Monday thru Thursday from 8:30 a.m. to 9:00 p.m., Friday from 8:30 a.m. to midnight (cleanup until 1:00 am), Saturday from 8:00 a.m. to midnight (cleanup until 1:00 am), and Sunday from 11:00 a.m. to 9:00 p.m.
- 4) Staff presence and insurance are required for all events that are expected to be attended by 90 or more persons.
- 5) Reservations will require a signed Rental Agreement, appropriate signed worksheets and a \$350.00 damage deposit at the time of booking. Rental fees will be determined by the Facilities Manager and will be due one business day prior to the event. Damage deposits will be returned within 10 business days following your event provided no damage has occurred or clean up fees incurred. **A fee up to the amount of the full deposit may be assessed, if cancellations are not made within 48 hours of the event.**
- 6) Organizations officially established by the Parish are not subject to the rental fees. Groups officially endorsed by the Parish may be exempt from the rental fees subject to approval of the pastor.

Decorating, Set-up & Clean up

- 1) Rental hours are listed above. Set-up and clean-up time must be scheduled when reservations are made.
- 2) Music, entertainment, and the bar are to be closed by 12:01 a.m. allowing for sufficient time to clean up and vacate by 1:00 a.m., closing time.
- 3) Arrangements for opening doors for early set-up, deliveries and preparation of rooms should be made with the Plant Manager.
- 4) Use of special equipment (electrical, mechanical, posters, signs, displays, and scenery etc.) must be approved by the Plant Manager.
- 5) Ceiling tiles may not be disturbed or used in order to decorate and under no circumstances may extension cords be routed behind ceiling tiles.
- 6) Decorations and equipment may not cover heating and cooling controls and vents.
- 7) Please limit your decorations to table tops, free standing displays or bulletin boards unless approved by Plant Manager.
- 8) For safety reasons, do not block exit doors.

Parish Center Rental Fee Schedule

Revised 6-10-2016

	<u>Hours*</u>	<u>Special Event Insurance***</u>	<u>Maint. Supervision</u>	<u>Facility Rental**</u>	<u>Total Fees</u>
Private Reception : Up to 60					
Meeting Rooms A- C (Includes kitchen and restrooms)	3	\$100		\$160	\$260

*** Event- 3 hours, 1 hour set-up, 1 hour clean up, total time-5 hrs.**

Additional hours: \$15/hour for meeting rooms, \$15/hr. for gym.

****If group sets-up, tears down & cleans up per the checklist, deduct \$25.**

***** Personal Homeowner insurance coverage may be extended to cover general and medical liability, except if alcohol is being served.** Contact office for wording of insurance certificate.

To add Gym for athletics only (no food) to a party or reception: \$15/hr. of event rental

	<u>Hours*</u>	<u>Special Event Insurance***</u>	<u>Maint. Supervision If Required</u>	<u>Facility Rental**</u>	<u>Total Fees</u>
Private Reception : 61-90					
Meeting Rooms A- C	4	\$100	\$50	\$185	\$335
**If group sets-up, tears down & cleans up per the checklist, deduct \$30.					

*** Event- 4 hours, 1 hour set-up, 1 hour clean up, total time-6 hrs.**

Additional hours: \$15/hour.

Private Reception : 91-150

Gym, Meeting Rooms A- C	6	\$100	\$100	\$265	\$465
Dish rental (\$2.50 per person)					
Total with /Dish Rental					\$465+

*** Event- 6 hours, 1.5 hour set-up, 1.5 hour clean up, total time-9 hrs.**

Additional hours: \$25/hour.

****If group sets-up, tears down & cleans up per the checklist, deduct \$40.**

Private Reception : 151-249

Gym, Meeting Rooms A- C	6	\$100	\$150	\$420	\$670
Dish rental (\$2.50 per person)					
Total with Dish Rental					\$670+

*** Event- 6 hours, 2.5 hr set-up, 2.5 hr clean up, total time-11 hrs.**

Additional hours: \$30/hour.

****If group sets-up, tears down & cleans up per the checklist, deduct \$50.**

Private Reception : 250-350	6	\$100	\$160	\$605	\$865
Gym, Meeting Rooms A- C					
Dish rental (\$2.50 per person)					
Total with Dish Rental					\$865+

*** Event- 6 hours, 3 hr set-up, 3 hr clean up, total time-12 hrs.**

Additional hours: \$30/hour.

If Gathering Space Used for food or alcohol: \$185

1. A damage deposit of \$350 is required & will be returned within 10 days after event if no damage occurs or if no clean up fees incurs. New Dish rental fee covers small losses of dishes or utensils, NOT major damage.

2. Special event insurance is required for all gatherings if alcohol is being consumed.

3. Deposit of half the fees is due at the time of booking, with the balance due one business day prior to the event.

Parish group and rental party responsibilities

- 1) All activities must meet Parish approval.
- 2) Rental hours are: Monday thru Thursday from 8:30 a.m. to 9:00 p.m., Friday from 8:30 a.m. to midnight (cleanup until 1:00 am), Saturday from 8:00 a.m. to midnight (cleanup until 1:00 am), and Sunday from 11:00 a.m. to 9:00 p.m.
- 3) The Parish is a tobacco free facility. Smoking is permitted only outside the Parish Center in designated areas.
- 4) Music, entertainment, and the bar are to be closed by 12:01 a.m. allowing for sufficient time to clean up and vacate by 1:00 a.m., closing time.
- 5) A clean up fee of **\$25/hr.** will be charged for items not completed on the appropriate clean-up check list located on page 7 and will be deducted from the damage deposit, if applicable.
- 6) All groups must contact the Plant Manager and report any damages in a timely manner. The rental party assumes all liability for damage and agrees to make prompt restitution for any and all damage exceeding the amount of their damage deposit occurring during the use of our facility.
- 7) Groups using the Parish Center will confine their activities to the areas and equipment requested. Changes in areas will be handled through the Plant Manager. Any abuse of facility usage will result in loss of facility use privileges.
- 8) All parties are responsible for controlling unruly and disruptive guests and/ or their removal from the premises. Any disorderly conduct on church property will result in loss of facility use privileges.
- 9) Report all personal injuries, or accidents immediately to the Plant Manager or the Business Manager.
- 10) Arrangements for opening doors for early set-up, deliveries, etc. will be made at the time the request is submitted at the discretion of the Plant Manager.
- 11) Beverages and food are to remain in the room assigned.
- 12) Food and beverages are not allowed in the Nursery.
- 13) Use of special electrical or mechanical equipment must be approved by the Plant Manager.
- 14) St. Mary's assumes no responsibility for lost, stolen, or damaged articles.
- 15) The use of the Parish phone is for emergency use only.
- 16) At the time of your departure make sure all exits are closed and latched/locked.
- 17) The parish reserves the right to refuse privileges at any time.
- 18) All groups using the kitchen and/ or dishes **must meet with staff or a kitchen representative** to receive training and information on the use of appliances.

NO STREET SHOES ALLOWED - ONLY CLEAN GYM SHOES FOR ATHLETIC ACTIVITY.

Alcoholic Beverages

- 1) All events, either private parties or non-parishioner group events, are subject to specific rules regarding the use of alcohol on the Parish premises. An application to use these facilities implies acceptance of these rules.
- 2) No alcoholic beverages will be permitted at events where minors make up a majority of the attendees. Examples: children's parties and youth events. Other family gatherings are subject to approval by the Facilities Manager.
- 3) There is a statutory obligation in the State of Michigan not to sell, give or furnish alcoholic beverages to visibly intoxicated persons, and in no instance to minors (persons under the age of 21). There is also a social host's liability imposed on those, other than licensed retailers of liquor who give, sell, or furnish alcohol to someone who later is alleged to have caused injury or death. Under social host liability theories, State Legislatures and the courts have held hosts of private parties, weddings, and other social events liable. Therefore, Special Events Insurance is required through the Michigan Catholic Conference (MCC). This insurance is incorporated in our fee schedule.
- 4) When plans include the serving of alcohol, all events require the use of a designated "Bar-Tender" and that designee must be named in the rental agreement. If alcohol is sold (i.e. cash bar) a temporary liquor license is required from the State Liquor Control Commission. For Parish established events the Facilities Manager will issue to the designated "Bar-Tender" the Parish guidelines for "Liquor Liability Exposure and Control".
- 5) The rental party will be responsible to insure that no underage drinking is tolerated and that no one is permitted to drink excessively. Please note that this implies that bartenders and assistants will not drink.
- 6) Alcohol will not be served after 12:01 a.m.
- 7) Open alcoholic beverages may not be taken outside of the building at any time.
- 8) In addition, it is agreed and understood that as a condition of allowing the use, or rental of Parish facilities where alcohol is consumed, that the user will hold The Parish harmless and agree to indemnify the Parish of all liability and damages including fines, money damages, and attorney fees from violation of the laws of the State of Michigan and the rules and regulations of the Liquor Control Commission.

Signature

Date

Insurance Policy

It is the policy of the Diocese that if a parish allows outside rentals of its facilities that the parish require insurance to protect both the parish and the user of the facility. The Diocese provides "**Special Event Insurance**" for a **premium of \$100** through the Michigan Catholic Conference that covers a 24 hour period (1 calendar day). Coverage includes: Comprehensive General Liability of \$500,000 Combines Single Limit, Fire Legal Liability of \$50,000, Host Liquor Liability, Medical payments to \$10,000 and Property Damage. If liquor is being served, the MCC insurance is required. If no liquor is served, the user may insure outside this insurance, but the limits of coverage must equal or exceed those stated above. Proof of insurance must be given to the Facilities Manager at least 2 weeks before the rental or be subject to event cancellation.

Use of Facilities and Clean-up check list

All groups using the Parish Center must return their assigned area(s) to the condition in which they found it. Parish groups and rental parties must agree to fulfill the following checklist. Failure to comply may result in the forfeit of the renter's damage deposit and/or loss of privileges. Groups may use the Parish's cleaning supplies. **Reserved space must be cleaned immediately after use, unless prior arrangements are made with the Plant Manager.**

KITCHEN:

- Turn off coffee urns and coffee burners. Make sure the coffee urns are emptied and cleaned.
- Make sure all ovens and the stove burners are shut off, along with stove exhaust hoods.
- Clean all dishes/ utensils in the dish washer and put away in their proper location. Drain water from dish washer and clean tray.
- Clean the refrigerator and freezer of any food or drink spills.
- Clean up the ovens, stoves, and warming units.
- Wash off all tables, counter tops, and food preparation areas. Rinse all sinks.
- Put everything away, nothing should be left on the counters, stoves or in the sinks. Put away cleaning supplies.
- Clean up any floor spills.
- Remove all of **your** food and beverages from the refrigerator or freezer and take with you. Left over donations must be approved prior to event.
- Turn off lights in the kitchen and the rented areas.

CENTER AND MEETING ROOMS

- All tables and chairs must be cleared and wiped clean.
- Remove all your decorations, signs, displays, and scenery if any.
- Remove all beverage containers, trash, and any excess trash in bathrooms. Discard in the dumpster outside the building.
- Sweep and/or vacuum all floors as needed.
- Put away all gym equipment used.

Signature of Reserving Party

Date

Plant Manager

Date

Please sign and return with request form. If applicable your refundable damage deposit will be returned within 10 business days after the Facility Manager's approval.

**St. Mary's Parish
Activity Center Usage and Rental Application
REQUEST FOR USE FORM**

Event Name: _____

Contact person's Name: _____

Contact's Phone #:(Best) _____ (Email) _____

Date of Event: _____ **Event Times:** (From) _____ (To) _____

Total time facility needed **to include set up/clean up:** (From) _____ (To) _____

Building/Room requested: (check all that apply & circle if required) **Time requesting facility be opened:** _____

Church ◀ (Pastor approval) ▶ Chapel RCIA Room Abbey Abbey Kitchen

Activity Center: Kitchen Meeting room – A B C (**Kitchen not included**) Gym

Nursery Women's Lounge/Bride's Room Gathering Space Music Room

Equipment Needed: (**Very Important – Please list how many you need!!! Items not listed will not be available.**)

Chairs: _____ Round Tables (Seat 8) _____ 6' Tables (Seat 8) _____ 8' Tables (Seat 10) _____

LCD Projector _____ Viewing Screen _____ TV/DVD/VCR _____ Whiteboard _____ Sound System _____

Other (explain): _____

Number of expected attendees: _____ **Will food be served?** _____

Will liquor be served? _____ (**Event insurance required if yes**)

Will you be setting-up, breaking-down and cleaning up? Yes No

Do you have your own liability insurance for use of this facility? Yes No

Attention: If parish staff is performing the set-up you must give a detailed explanation of how you want your event set-up. Please use the reverse side of this form to draw your set-up.

To be completed by Facilities Manager: (**See Fee Schedule for Rate Explanation**)

Rental Fee \$ _____ Staffing Fee \$ _____ Total Due \$ _____

Set-up Fee \$ _____ Insurance \$ _____ Deposit \$ _____ Paid on _____

Clean up Fee \$ _____ Dish Rental \$ _____ Balance \$ _____ Paid on _____

Signature of Person Applying: _____ Date: _____

Facilities Manager Approval: _____ Date: _____

Plant Manager Approval: _____ Date: _____

NOTE: Completion of this form does not constitute guaranteed approval. (Refer to page 3 of Center Use Policy)

ST. MARY'S PARISH FACILITIES ARE SMOKE FREE

HOLD-HARMLESS AGREEMENT

In consideration of participation in St. Mary's Parish offering this use / rental of facilities, I/We _____ (participant) shall indemnify, hold harmless, assume liability for, and defend Most Reverend David Walkowiak, Bishop, Diocese of Grand Rapids and St. Mary's Parish, its agents, servants, volunteers, employees, officers and directors, from any and all costs and expenses including, but not limited to, attorneys' fees, reasonable investigation and discovery costs, court costs, and all other sums which Most Reverend David Walkowiak, Bishop, Diocese of Grand Rapids, member parishes, its agents, servants, volunteers, employees, officers and directors, pay or become obligated to pay on account of any, all, and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of use of this facility by _____ (participant).

Participant _____

Date: _____

If applicable, please complete this form and submit it with your facility request form.