



# Saint Patrick Parish

107 W Walworth, Elkhorn, WI 53121  
Phone: (262) 723-5565, Fax: (262) 723-7856  
E-mail: office@stpatriksselkhorn.org  
Web: www.stpatricksselkhorn.org

## FACILITY USE POLICY & AGREEMENT

It is the intention of St. Patrick Parish to make its school grounds (St. Patrick Retreat Center) available to parishioners and community service or charitable organizations whenever possible. To that end, this policy for the use of St. Patrick Retreat Center is established.

1. **Priority Scheduling** – The parish calendar shall have priority concerning all reservations.
2. **Reservations** – Any group wishing to use space in the parish school’s gym or facilities of the Retreat Center must complete a Facility Reservation Form and submit it to the Parish Secretary **a minimum of twenty-eight days (28)**. In order for the reservation to be definite, **a one hundred dollar deposit (\$100) is required** to reserve your event date. This deposit is **non-refundable** and is part of the total fee.
3. **Room Set-up** – The room does not have a standard set-up at the beginning of your event. It is an empty space. **We do provide approximately 20 tables and 160 chairs for your convenience.** Please let us know how many tables and chairs you will need. You can arrange the space to fit your event, but please **be sure to fold the tables and put the chairs in their provided racks. Not doing so may result in a set-up fee being assessed or forfeiture of the security deposit.**
4. **Fees** – All organizations not referenced in Supplement 1 will be charged a rental fee (listed in Supplement 3) for the use of parish facilities. If applicable, a Special Events Coverage insurance fee must also be paid (see Supplement 2).
5. **Alcohol Use** - The parish does not hold a liquor license. **Serving beer or wine is allowed as long as it is not for sale and must remain in the building. Due to insurance limitations outside drinking is not permitted.**
6. **Damage** - The signing party and/or leadership of the organization which use parish facilities will be responsible for any damage done while parish facilities are in use by their organization.
7. **Other Issues** - For issues not addressed in this policy, please consult the Director of Administrative Services or Parish Secretary (262-723-5565).
8. **Termination** – The Parish may terminate this Agreement for its own convenience, in whole or in part, by providing notice at any time to Group. If either party is in material default of its performance of this Agreement, and such default remains uncured more than fifteen (15) calendar days after written notice of the default is provided to such party, the party not in default may immediately terminate this Agreement upon written notice.
9. **Time** – The City of Elkhorn does not allow the Parish to rent the facilities beyond 10:00 pm; therefore **any event must be finished by 10:00 pm.** PLEASE NOTE: **City instructions require that all children remain indoors once it is dark outside.**

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### Facility Use Policy & Agreement

I acknowledge having read this Facility Use Policy and Agreement. I understand the policies established and hereby agree to take responsibility for the Group’s adherence to this policy and for any misuse of the facilities.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_



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### **KITCHEN USE POLICY & AGREEMENT**

It is the intention of the community of St. Patrick Parish to make its **school (St. Patrick Retreat Center) kitchen** facilities available to the parishioners and community service or charitable organizations whenever possible. To that end, this policy for the use of **St. Patrick Retreat Center kitchen** is established.

1. **Priority Scheduling** - The parish shall have priority concerning all reservations.

2. **Equipment** – Available equipment includes the refrigerator, sinks, dishwasher, ovens, stove, coffee makers and some utensils, pans, serving ware, washcloths and towels (you may need to provide more for your event). All equipment (including cookware, serving ware, and coffee pots) is to be used only in the kitchen or immediate vicinity. Equipment is never to leave the building.

3. **Refrigerator** - Any group wishing to use the kitchen must be mindful of the signage on the refrigerator. Do not use items stored that are not yours. If your organization has leftover food DO NOT leave it in the refrigerator; please have members of your group take it home.

4. **Cleaning** – Each group will help with the kitchen cleaning: 1) Take out your garbage. 2) Leave the kitchen like you found it.

**Not doing so may result in a clean-up fee being assessed or forfeiture of the security deposit.**

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### **Kitchen Use Policy & Agreement**

I acknowledge having read this Kitchen Use Policy and Agreement. I understand the policies established and hereby agree to take responsibility for the Group's adherence to this policy and for any misuse of the facilities.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_



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## **Supplement 1: Affiliated Organizations**

An “affiliated organization” is any group of parishioners or a group sponsored by parishioners that is participating in the mission of the parish, uses the name of the parish for identification, and is not organized separate from the parish. Affiliated organizations enjoy full use of the parish property and are provided liability protection through the Archdiocese of Milwaukee Protected Self-Insurance Program.

## **Supplement 2: Unaffiliated Organizations and Private Parties**

Unaffiliated organizations and Private Parties that meet at **school (St. Patrick Retreat Center)** are not provided liability protection through the Archdiocese of Milwaukee Protected Self-Insurance Program. Accordingly, the following conditions must be met for the use of parish facilities by unaffiliated organizations.

1. **Any unaffiliated group must sign the Facility Usage/Indemnity Agreement and provide a certificate of liability insurance naming both the parish and the Archdiocese of Milwaukee as additionally insured.** The agreement and certificate of insurance will be kept on file at the parish.
2. **Special Events Coverage must be purchased** and it is included in the FEE. Special Events Coverage is liability insurance purchased through an outside agency that provides \$1,000,000 in coverage for non-parish-sponsored events. Special Events Coverage also protects the parish and the Archdiocese from the liability associated with an unaffiliated group or private party using our facility. **This coverage only applies to short-term usage.**

## **Supplement 3: Fees for use of parish facilities\*\* must be paid 21 days prior to the event**

<b><u>SMALL EVENT (less than 3 hours)</u></b>		<b><u>LARGE EVENT (more than 4 hours)</u></b>	
<b>Flat fee per Small Event</b>	<b>\$300.00</b>	<b>Flat fee per Large Event</b>	<b>\$1,350.00</b>
<b>Security Deposit</b> To be returned within 10 business days after a satisfactory inspection of the facility and adherence to this agreement.	\$200.00	<b>Security Deposit</b> To be returned within 10 business days after a satisfactory inspection of the facility and adherence to this agreement.	\$500.00
<b>TOTAL</b>	<b>\$500.00</b>	<b>TOTAL</b>	<b>\$1,850.00</b>

<b><u>SPIRITUAL RETREATS (2-3 days)</u></b>		<b><u>SPORTS &amp; DANCE PRACTICE</u></b>	
<b>Per Person</b>	<b>\$50.00</b>	<b>Per Hour</b>	<b>\$10.00</b>
1 <sup>st</sup> payment -21 days prior to the event	\$500.00	The unaffiliated group <u>must provide a certificate of liability insurance</u>	
2 <sup>nd</sup> payment -7 days prior to the event	\$800.00		
Balance due during the spiritual retreat			

\*\* We can provide approximately 160 chairs and 20 tables (for spiritual retreats we also provide 60 air mattresses, 40 foam mattresses, 10 classrooms, a kitchen, and a small chapel by the stage.)



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## FACILITY RESERVATION FORM

<b>Contact Person:</b> _____	
<b>Group:</b> _____	
<b>Address:</b> _____	
<b>City / State / Zip Code:</b> _____	
<b>Phone / email:</b> _____	
<b>Special Event (Wedding/XV Reception/Retreat/Sports):</b> _____	
<b>Starting Date:</b> _____	<b>Ending Date:</b> _____
<b>Event Start Time:</b> _____ am/pm	<b>Event End Time:</b> _____ am/pm (<10:00 pm)
<b>Set up Date &amp; Time:</b> _____ am/pm	<b>Approx. Number of Participants:</b> _____
<b>Liquor Being Served:</b> <u>YES/NO</u>	<b>Food Being Served:</b> <u>YES/NO</u> <b>Kitchen Usage:</b> <u>YES/NO</u>
<b>TOTAL TO BE PAID:</b> _____	
<b>DEPOSIT (\$100):</b> _____ (Date: _____)	
<b>1<sup>st</sup> Payment:</b> _____ (Date: _____)	
<b>2<sup>nd</sup> Payment:</b> _____ (Date: _____)	
<b>FINAL Payment:</b> _____ (Date: _____)	
<b>TOTAL PAID:</b> _____ ( <u>Must be paid 21 days prior to the event</u> )	

### Parish Approval

**Parish Authorized Signature:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_