

St. Michael Parish Facility Usage Policies

I. Application for Use

- A. Written approval will be required for use of any parish facility by any group. Such approvals may be granted for a single use or for limited continuing use. Priority is given to established school or parish social and athletic events. Reservation for space by parish members may be made up to eighteen months in advance. Non-parish members may make reservations up to eleven months in advance.
- B. The requester must submit a completed reservation form to the parish office for approval, denial, or modification. We reserve the right to refuse rentals.
- C. A room deposit of \$100.00 must be paid at the time of confirmation.
- D. A damage deposit of \$250.00 must also be paid at the time of confirmation.
- E. The balance of the rental fee must be paid in full thirty (30) days prior to the scheduled event. The actual event may not take place until all fees are paid.
- F. The damage deposit, less an assessed fee for any damages, will be refunded Within approximately ten (10) days of the event.
- G. Use by a parish member, or non-parish member or group, requires signing a Rental Agreement and a General Release.
- H. Rental will not be extended to anyone under the age of 21.
- I. Checks for rental/deposits are to be made payable to ***St. Michael Church***.

II. Cancellation and Revocation

- A. The parish may revoke facility use at any time upon violation of the rules/regulations. Appropriate financial adjustment will be made.
- B. Cancellations must be received in writing no later than sixty (60) days prior to a scheduled event. Rental deposit and damage deposit will be refunded within fifteen (15) days of cancellation if proper notice was received.

III. General Regulations

- A. Rental Agreements are not transferable.
- B. The use of the facility will not deviate from the stated room(s) and times specified in the Rental Agreement. The person/group must vacate at the hour specified in the Rental Agreement.
- C. All applicable fire and safety laws/regulations governing use of parish/school facilities must be observed at all times.

D. Prohibited activities

1. Our facilities are designated as smoke free environments. No cigarette smoking or other use of tobacco products is permitted within the facilities, but will be allowed outside in designated areas.
2. Disruptive behavior, illegal activities, obscene language, quarreling and fighting will not be permitted.
3. No animals are permitted in the facilities. (except for service animals)

E. Decorations

1. Decorations may not be affixed to the walls or ceiling.
2. No staples may be put into the tables.
3. The pastor must approve extraordinary decorations.

F. Food and drinks may be consumed only in designated areas.

G. Security

1. Approval will depend upon satisfactory assurance that the use of the facility will be under the direct supervision of an adult who is responsible and competent to supervise the proposed activity or program. The supervisor provided by each renting party must be adequate to ensure that the members of the group remain in the assigned portion of the facility. If required, uniformed security must be provided at the expense of the renting party. **Renter must provide proof of "Special Events" insurance coverage through their home owners insurance. Special Events insurance can also be purchased through the Archdiocese.**

H. Alcohol may be brought into the facility. No bartender will be provided. Your bartender must have a bartender's license. It is the renting party's responsibility to be sure that caterers have the proper licenses/permits to comply with all laws and regulations of the State of Indiana. You must also provide proof of insurance for Host Liquor Liability through your insurance provider. **If you are purchasing the special events coverage through the Archdiocese the Host Liquor Liability will be covered under this policy.**

I. The approved party will be responsible for all damages to the facility/parking lot arising directly or indirectly from their use.

1. Personal property is not the responsibility of St. Michael Parish
2. The renting party will indemnify, defend and hold harmless St. Michael School and Parish from all claims, actions, demands, costs, and attorney fees resulting from the use of the facilities named in the application or any part of the facilities covered in the application.
3. Parish/School property insurance and comprehensive general liability insurance do not extend to community or other groups using the facility. Certificate of insurance may be required for non-school/parish groups in the amount of not less than \$1,000,000.00 combined single limit for bodily injury or property damage.

J. It is the responsibility of the approved party to set up the facility. The type of set-up is subject to the approval of the parish. The time that the facility is available before the actual event will vary depending upon prior activities scheduled in the facility.

K. It is the responsibility of the renting party to place trash from the tables and the floor in proper receptacles and remove it from the premises. Likewise all decorations must be completely removed.

Tables and chairs must be returned to storage, or to their usual place in the facilities. If using the table clothes, they must be dry cleaned immediately following the event. Then returned to the parish office. Upon return of the cleaned table clothes your \$125.00 clean-up deposit will be refunded.

- L. In the event that kitchen facilities are utilized, all rules and regulations for use of the kitchen must be observed at all times.

IV. Rental Costs (effective 6/6/2019)

Parish Activity Center (Large Events)

- Weddings Receptions for Catholic Weddings Only
- Gym Rental Fee for St. Michael Parishioners - \$700.00
Gym Rental Fee for non-parishioners - \$1,000.00
Property Damage Deposit (refundable upon inspection) - \$250.00
Clean-up Deposit (refundable upon inspection) - \$125.00
Kitchen Fee - \$150
Cafeteria Fee - \$150

Parish Activity Center (Parishioners only, small events, birthday party's etc.)

- St. Michael Parishioners - \$50.00/hour
Damage Deposit (refundable upon inspection) - \$100.00

Cafeteria Usage (small gathering)

- St. Michael Parishioner - \$200.00 (includes use of kitchen)
Damage/Clean-up Deposit (refundable upon inspection) - \$50.00
Non-parishioner - \$300.00 (includes use of kitchen)
Non-parishioner Damage/Clean-up Deposit (refundable upon inspection) - \$150.00

Holy Guardian Angels Campus School Building

- ONE DAY EVENT (*Rental includes-kitchen, bathrooms, 1st floor, outside shelter*)
For St. Michael Parishioners - \$200.00
Non-parishioners - \$350.00
Damage/Clean-up Deposit (refundable upon inspection) - \$125.00

MULTI DAY EVENTS/WEDDING RECEPTIONS (Friday-Sunday rentals)

- Weddings Receptions for Catholic Weddings Only
- (*Rental includes-kitchen, bathrooms, 1st floor, outside shelter*)
For St. Michael Parishioners - \$450.00
Non-parishioners - \$800.00
Damage/Clean-up Deposit (refundable upon inspection) - \$125.00

V. Rental Times

- A. Rental time for all available space cannot go beyond 10 p.m. on Sunday through Thursday; or 12 midnight on Friday and Saturday, without the approval of the pastor or his designee.
- B. Large group activities (i.e. wedding receptions, parties) may be scheduled on weekdays after 6:30 p.m., all day on Saturdays, or after 1:00 p.m. on Sundays.
- C. When school is in session, any Saturday activity in the Parish Activity Center may not be set-up prior to 12:30 p.m. the Friday before the event. When school is out of session, it may not be set up prior to the Thursday evening before the event. **There will be no exceptions made.**