



## **Annunciation Parish**

### **Mission Statement**

Annunciation of the Lord Parish is a Catholic family of believers that offers a home for the local community to grow in familiarity with Christ and one another by proposing a life of prayer, education, and service.

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## **GUIDELINES TO LEASE ANNUNCIATION PARISH FACILITIES**

### **Ordinary Functions**

Parish Council consultation not required – Lease Agreement not required, no usage fee charged

- Parish Functions/Meetings
- Cluster Meetings
- Deanery Meetings
- Legion of Mary Meetings
- Quilters
- Bereavement Meals
- Regular Meetings of AP Groups of Scouts
- Regular Meetings of AP Youth Sports
- Regular Meetings of AP Senior Citizen Groups
- Annunciation Parish Youth Group
- Baptism Reception

### **Ordinary Functions**

Parish Council consultation is not required unless over 65 guests are expected. A fee for the use of the facilities will be charged. Lease Agreement and Insurance are also required on the following events:

- Wedding Reception
- Baby Shower
- Bridal Shower
- Anniversary
- Birthday Party
- Reunion
- Retirement

### **Extraordinary Functions**

Parish Council consultation, Lease Agreement and Insurance are required. A fee for the use of the facilities will also be charged:

- Over 65 guests are expected at the event
- Holiday Dinner
- Overnight Functions
- Bachelor/Bachelorette Party
- Functions where guest(s) of Honor are not Parishioners

## Certificate of Insurance

*Questions regarding where such insurance can be obtained may be directed to the Parish Center.*

- This form to be completed by Agency and mailed to:  
Annunciation Parish  
3010 E. Chandler Ave.  
Evansville, IN 47714
- The Certificate must include:
  - Name & address of Producer (Agency)
  - Name & address of Insured (must be person leasing facility)
  - Insurers (Insurance company name(s))
  - Type of Insurance, Policy number
  - Effective and expiration dates (must cover the date of function)
  - Limits (\$1,000,000 per occurrence)
  - Number of days written notice of cancellation before expiration date
  - Statement on additional insured parties must be stated under special provisions
  - If beer and/or wine are to be provided, the certificate of insurance must specifically state that the provision of beer and/or wine is covered by the lessee's policy.
  - Certificate holder box should have both Annunciation Parish and Catholic Diocese of Evansville listed
  - Signature of authorized representative

## Refund Policy

Cancellation at least one month prior to the scheduled event will result in a full refund of the rental fee. Cancellation less than one month (30 days) up to 2 weeks (14 days) prior to the scheduled event will result in a refund of half of the rental fee. Any cancellations after 2 weeks (14 days) prior to the scheduled event will result in no refund of fees.

## Rental Policy for Annunciation Parish Facilities

1. This policy applies to all Annunciation Parish (“AP”) facilities
2. AP facilities are available for use only for events which do not, in any way, contradict or conflict with the Catholic faith. Canon Law shall be used as the standard to determine that which is acceptable according to the Catholic faith.
3. Any registered parishioner of AP may request use of AP facilities for immediate family use only relating to Catholic sacraments, anniversaries, baby showers, birthdays, bridal showers, retirements, reunions, scouting, youth group, parish youth sports and senior citizen groups (“Ordinary Functions”).
4. Parish Council consultation is required for the following types of requests to use AP’s facilities:
  - a. Any events that are not listed above as Ordinary Functions (“Extraordinary Functions”).
  - b. Any Ordinary or Extraordinary Function that will involve 65 or more people.
5. Use of AP facilities will not be available to non-parishioners unless the pastor, with the consultation of the Parish Council, should grant permission in unique circumstances.
6. Use of AP facilities will be allowed on a first-come, first-serve basis as long as the particular room/location is not needed for other AP activities.
7. There will be a fee for facility use.
  - a. A fee of \$15/hour will be charged for the recurring use of the Gymnasium at either campus by a parishioner (e.g. intramural basketball, volleyball, etc.).
8. A fee will be required as listed below. The fee is due upon scheduling. Any fee received in the form of a check will be cashed immediately by AP. These fee amounts are cumulative if one or more areas are used. The purpose of the fee is to ensure that AP can clean, repair, etc. the facilities as well as cover the cost of utilities. These fees may be adjusted by the Parish Council on a case-by-case basis depending on the number of people attending the event, the duration of the event, or other factors that may impact the likelihood of damage being caused to AP’s facilities.
  - Gymnasium at Christ the King or Holy Spirit= \$250.00
  - Cafeteria Christ the King or Holy Spirit = \$150.00
  - Parish Center Conference Rooms at Christ the King Campus = \$50.00
  - Parish Center Dining Room at Christ the King Campus = \$50.00
  - Parish Center Kitchen at Christ the King Campus =\$100.00
  - Meeting Room at Holy Spirit=\$100
  - Gathering Room at Holy Spirit=\$50
  - Additional Fee for groups of 100 or more people = \$100.00
9. The parishioner will be responsible for leaving the facility the way they found it (e.g., clean, nothing broken, etc.) Cleaning must be done immediately after the event. See the included guidelines for cleaning the facilities. If the parishioner fails to do this, AP may charge an additional fee to the extent required to remedy the situation. The parishioner may be excluded from renting the facilities in the future.
10. The Parish Council may advise the refusal of the use of the facilities if it believes the facilities are going to be used in a manner inconsistent with this policy or the policies outlined in AP’s Vision & Mission statements.
11. All relevant Diocesan policies regarding use of Diocesan property (such as insurance requirements, liquor licenses, etc.) apply. In the event of a conflict between this AP policy and the Diocesan policy, the Diocesan policy shall prevail.
12. If you will be serving alcoholic beverages and more than 65 guests are expected, a security guard will have to be hired by the parish and paid for by the parishioner. A licensed bartender is required.
13. The Diocesan Lease/Rental agreement must be signed by the AP parishioner and a copy of the Certificate of Insurance must accompany the agreement prior to using the facilities.

# Request to Use Annunciation Parish Facilities

(Please read policy on back page prior to completing this form)

Name of Parishioner: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Facility Requested:

- |   |  |
|---|--|
| <input type="checkbox"/> Cafeteria <u>CTK or HS</u>         | <input type="checkbox"/> Parish Center Dining Room     |
| <input type="checkbox"/> Cafeteria Kitchen <u>CTK or HS</u> | <input type="checkbox"/> Parish Center Kitchen         |
| <input type="checkbox"/> Gymnasium at CTK                   | <input type="checkbox"/> Parish Center Conference Room |
| <input type="checkbox"/> Gymnasium at HS                    | <input type="checkbox"/> Meeting Room at HS            |
| <input type="checkbox"/> Other                              | (Room # _____)   |

Date of Event: \_\_\_\_\_ Time of Event including Set up & Clean up \_\_\_\_\_

Please describe the nature of the event to be conducted in the facility:

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How many guests will be attending? \_\_\_\_\_

Will you be using AP's dishes, flatware? Yes \_\_\_\_\_ No \_\_\_\_\_

Will alcoholic beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, a packet of information will be given to you regarding procedures in serving liquor, beer and/or wine at your function.

Summary of requirements:

1. Certificate of Insurance for at least \$1,000,000 per occurrence for bodily injury and/or property damage. The Certificate must state that the provision of beer and/or wine is covered by the policy.
2. Temporary Alcoholic Beverage Permit, Bartender's Permit or a licensed caterer's license
3. If alcoholic beverages will be served and more than 65 guests are expected, security will be necessary.

Required Parish and Diocesan Forms to be submitted:

1. Lease agreement
2. Certificate of Insurance \$1,000,000 per occurrence for bodily injury and/or for property damage.

Parish Council consultation is required if your event is not related to a Catholic Sacrament, a birthday, anniversary, baby shower, bridal shower, retirement or reunion, or if greater than 65 guests are expected. The fee is required at the time of scheduling.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:		
<input type="checkbox"/> Fee received	<input type="checkbox"/> Parish Council Consultation	<input type="checkbox"/> Fob/Key Issued
<input type="checkbox"/> Lease Agreement Signed	<input type="checkbox"/> Alcoholic Beverage Forms Received	<input type="checkbox"/> Fob/Key Returned
<input type="checkbox"/> Certificate of Insurance Received	<input type="checkbox"/> Security Guard Fee Received	