

FACILITIES USE/RENTAL/SPECIAL EVENT COVERAGE/CONDITIONS

This policy is a mechanism that allows St. Peter Catholic Church of Slinger, Wisconsin to extend use of parish facilities, if it wishes or finds a proposed event contiguous with parish mission/purposes, to an individual(s)/organization(s) for a non-parish sponsored event.

As a matter of general policy, St. Peter Catholic Church of Slinger, Wisconsin expressly prefers and grants priority to parish-sponsored events, considering non-parish sponsored events only occasionally.

Generally speaking, if the answer to any of the following questions is “no,” the activity/event proposed can’t qualify as ‘parish-sponsored’:

- 1.) Does the parish have full control and final decision making authority over the function?
- 2.) Do any fees associated with the function flow through parish accounts?
- 3.) If applicable, is the function open to all parish members?
- 4.) Is the purpose of the function furtherance of the mission of the parish, to facilitate learning, raise funds for the parish or provide social service on behalf of the parish?
- 5.) Is the organizer or leader of the function a parish employee or volunteer?

If a non-parish sponsored event has been determined acceptable to St. Peter Catholic Church of Slinger, WI, the following conditions and requirements must be met in order to use the facility:

- 1.) A Facility Usage/Indemnity Agreement must be completed by the individual/organization using St. Peter Catholic Church facilities; this agreement requires them to have \$1,000,000 in liability coverage which must name St. Peter Catholic Church as additional insured.

- 2.) If your non-parish sponsored event is approved by the parish, a \$1,000,000 short-term liability policy called Special Events Coverage can be applied for and purchased by individuals or organizations (either profit or non-profit) through Catholic Mutual Group (262-255-6906), at a cost of \$95. Individuals or organizations who are not able to meet the insurance requirements in the Facility Usage Indemnity Agreement can purchase Special Events Coverage for wedding receptions, bridal showers, baptism receptions, and/or family reunions, etc. Non-profit charity organizations can purchase it for fundraisers like pancake breakfasts, and etc. Local businesses and for-profit organizations can purchase it for employee parties, award banquets or gatherings.
- 3.) There are exclusions on Special Events Coverage, including events lasting longer 72 hours, involving fireworks, more than 1,000 people, where admission is charged (unless all proceeds go to charity), involving amusement devices, trampolines or a rebounding device(s), carnivals or carnival type events; events involving inflatable amusement devices (unless pre-approved; charge of \$100 per device applies), sporting events (including camps or tournaments), events involving pool or lake activities, recreational vehicles, Bring-Your-Own beer or liquor, political rallies, concerts featuring musical bands playing rap/hip-hop/alternative (non-religious music), and events organized/run by a professional promoter are not covered.
- 4.) As a matter of parish policy, St. Peter Catholic Church prohibits the sale and the service of alcoholic beverages at all non-parish sponsored events.

- 5.)St. Peter Catholic Church requires that non-parish sponsored events must hire a member of the parish maintenance staff to be on-site during entire set-up, operation, and clean-up after the event, paid their current hourly rate and mileage by event sponsor, not the parish.
- 6.)The fee for use of one of our smallest conference rooms is \$50, \$100 for the larger conference room, \$250 - \$500 for the larger church hall, and an additional fee for church kitchen usage will be applied based on the number of persons in attendance.
- 7.)A security deposit of \$250 will be charged, returnable in full if maintenance staff finds all in order; deductions will be made for any damage determined by our staff to be event-associated.
- 8.)All fees must be paid in advance; event participants/sponsors have no access to premises prior to receipt of payment.

The facilities of St. Peter Catholic Church are first and foremost for parish sponsored events and any consideration that allows for non-parish-sponsored-events is to be construed a privilege, not a right, whether by association or other relationships.

All necessary forms are available through Parish Offices during regular business hours.

Approved: St. Peter Finance/Building & Grounds/Pastoral Councils

Effective Date: 10/15/2019

Revised: (To be reviewed annually)