

Church of St. Mary's, Sleepy Eye ~ Social Room Guidelines

Please stop by the parish office during business hours to reserve a date.

Rental fee of \$ _____ total is determined from checklist on following page.
The cleaning and damage deposit is \$50. Damage deposit check will be held until the day after the event and then mailed back.

Note: Please submit payment with 2 different checks.

In the event of a cancellation, the rental fee will be refunded up to two weeks prior to the reservation date.

Anyone renting the Social Room Kitchen must make arrangements to hire a supervisor at \$15.00 an hour. The supervisor will have the key and must be present the entire time the hall is being used; this includes setting up, the actual event, and cleaning up.

St. Mary's Social Room Supervisors

Rosemary Mathiowetz	c) 507-995-1188
Holly Simonsen	c) 507-240-0939
Emily Ferk	c) 320-761-2843

Responsibilities of those renting:

- A. Remove all leftover food.
- B. Do not sit on tables, counters or carts.
- C. Sweep and wipe up spills in the kitchen, clean stoves, ovens and wash tables.
- D. Take care of the garbage.
- E. Dish towels and cloths will be provided; renter must launder and return.
- F. Report damage and/or breakage to supervisor.

Responsibilities of the supervisor:

- A. Supervisor will be present to help with, but is not expected to do the cleaning.
- B. Supervisor will show the renters how to run the dishwasher, stoves and will clean the coffeemaker.
- C. Supervisor will check restrooms, turn off lights, lock doors and report any possible damage and/or breakage.

If your event is a private party for a wedding reception, and/or open house for an anniversary, birthday, benefit, large bridal shower, etc. and has over 50 attend and/or if alcohol is served; A *Special Events Liability Coverage* needs to be considered. You can submit your own Home Owners liability policy for coverage. Our hope is for no extra cost to you. Coverage is available if needed.

Please read the letter provided. Check with parish office if this applies to your event.

There is no smoking allowed.

No decorations may be taped/glued/stapled on the ceilings, walls or pillars.
Please use fun tac/poster putty where needed.

Children should not be allowed to run or play in the Church.

Event must be completed by midnight unless otherwise cleared with the pastor and supervisor.

Please fill out and return to the parish office with two checks made out to St. Mary's Church, one for the damage deposit and one for the rental fee. Also submit a Certificate of Liability Insurance or Application for Special Events Coverage if applicable. Please read the attached letter if this applies to your event.

Event: _____

Name of Renter: _____

Address: _____ City, State, Zip: _____

Supervisor: _____

Date of Event: _____

Time Line: _____

Name/phone # of contact person: _____

1. _____ \$50 Large Social Room or
_____ \$25 Small Social Room
_____ \$25 extra charge if over 150 in attendance

\$ _____ total

2. Will there be more than 50 in attendance? Yes _____ No _____

3. Is alcohol being served? Yes _____ No _____

**NOTE: The following information must be returned to confirm your reservation.
Thank You!**

Signature: _____ Date: _____

FACILITY USAGE LIABILITY, INDEMNITY AND DAMAGE AGREEMENT

PARISH/INDEMNITEE: _____

(Parish is understood to include the Diocese of New Ulm)

USER: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

In consideration of the USER'S use of the FACILITY for the EVENT listed above, USER agrees as follows:

1. **TO** provide the Parish with a Certificate of Insurance naming the Parish and the Diocese of New Ulm, their employees, and all other persons identified in interest therewith (hereinafter referred to as "the Indemnitees"), as Additional Insureds under a policy of liability insurance, with limits of at least \$1,000,000 per occurrence, insuring USER'S liability for damage and injury to person and property arising out of USER'S acts or omissions related in any way to the EVENT. USER agrees to provide such Certificate to the Parish at least 10 days prior to the EVENT. USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against Indemnitees.

2. **TO** protect, defend, indemnify, and hold harmless, the Indemnitees, from and against any and all claims, liability, suits, and judgments, and all reasonable costs, including defense costs, attorneys' fees, court costs and expert fees, for damage and injury to person and property arising out of USER'S acts or omissions related in any way to the EVENT.

3. **TO** protect, defend, indemnify and hold harmless, the Indemnitees, from and against any and all claims, liability, suits, and judgments, and all reasonable costs, including defense costs, attorneys' fees, court costs and expert fees, for damage and injury to person and property arising out of the acts or omissions, related in any way to the EVENT, of any and all persons attending, or participating in, the EVENT, or using Parish property, real and personal, for any reason related to the EVENT.

4. **TO** protect, defend, indemnify, and hold harmless, the Indemnitees, from and against any and all claims, liability, suits, and judgments, and all reasonable costs, including defense costs, attorneys' fees, court costs and expert fees, for damage and injury to person and property, sustained by any person or entity attending, or participating in, the EVENT, or using Parish property, real and personal, for any reason relating to the EVENT.

5. **TO** assume the risk of exposure to or infection of Communicable Diseases by USER's use of facility and that such exposure or infection may result in personal injury, illness, permanent disability, or death to USER, their guests, invitees, vendors, and participants. USER further understands that the risk of becoming exposed to or infected by Communicable Diseases at the facility may result from the actions, omissions, or negligence of Indemnitees or others, including, but not limited to, Indemnitee's employees, volunteers, and guests. Communicable Disease includes and is not limited to, any disease or illness which can be transmitted through direct or indirect means.

6. **TO** protect, defend, indemnify, hold harmless and release the Indemnitees, their administrators, directors, officers, employees, agents, and volunteers, from and against all claims and causes of action for any injury, damage, or harm of any kind which may directly or indirectly arise out of actual or alleged transmission of a Communicable Disease as a result of USER's use and occupancy of Parish Facilities.

7. **TO** provide the Parish, at least 10 days prior to the EVENT, with Certificates of Insurance for all vendors, including, but not limited to, all performers, entertainers, bands and caterers, attending, or participating in, the EVENT, certifying that such vendors are insured for liability, with limits of at least \$1,000,000 per occurrence, for damage and injury arising out of vendors' acts or omissions, and naming the Indemnitees as Additional Insureds for the EVENT.

8. **TO** assume entire responsibility for any and all damage to Parish property, real and personal, caused by USER, any person attending, or participating in, the EVENT, or using Parish property, real and personal, for any reason relating to the EVENT.

9. **TO** identify in writing the nature and purpose of the intended Use of the Parish Facilities. No Use of the Parish Facilities will be allowed that is in conflict with, contravention of, in opposition to, or which ridicules the teachings, tenets or philosophy of the Roman Catholic Church or for any immoral or illegal purpose, as determined in the sole discretion of the Parish. It is the USER'S responsibility to provide sufficient information about the planned Use to allow the Parish to make a determination whether the planned Use of the Parish Facilities complies with this provision and to inquire whether the planned Use of the Parish Facilities complies with this provision. The Parish shall have the right to terminate this Agreement at any time if the Parish, in its sole discretion, determines the Use violates this provision or the USER misrepresented the planned Use of the Parish Facilities. In that event, the USER shall forfeit any deposit and shall be responsible for all damages incurred by the Parish.

10. **THAT** in accordance with Minnesota Statute §363A.26, the Parish Facilities may not be Used to solemnize or celebrate a civil marriage, except a marriage between a man and a woman.

Date

USER- *(Must be an official agent of USER)*

Revised 7/2021

DIocese OF NEW ULM - 0691
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
Coverage provided is per event (not per claim). **Submission of application does not bind coverage - all events are subject to approval.**

Coverage underwritten by Markel Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$100 Per Event

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution: _____

Date of Event: _____

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a **FUNDRAISER**, be specific about what is occurring):

Street (Physical) Address (NO P.O. BOXES): _____

City/State: _____ **ZIP Code:** _____

Phone No.: _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

(Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Name: _____

Street Address: _____

City/State: _____ **ZIP Code:** _____

Telephone: _____

Time of Event: From _____ To _____

Is this an overnight event? Yes No

Approx. Number of Participants: _____

Is Food Being Served? Yes No

Is Liquor Being Served? Yes No

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain **LIQUOR LIABILITY** coverage by separate application.
Does this event require the additional coverage? Yes No

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS AND EXPOSURES, SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Non-religious musical performances/concerts (contact us for special exceptions)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- Claims related to an epidemic/pandemic

DEFENSE COSTS FOR SEXUAL MISCONDUCT
\$100,000 LIMIT

Coverage is not automatically included, however, you have the option to purchase this coverage by separate application for an additional charge.
Do you want to apply for this coverage? Yes No

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

MAKE CHECK PAYABLE TO:
DIocese OF NEW ULM

RETURN WITH FORM TO:

CATHOLIC MUTUAL GROUP
267 8th Street E., Suite 300
St. Paul, MN 55101

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 651-290-1605

INSURANCE COVERAGE FOR SPECIAL EVENTS

Persons or groups renting parish property for a special event, such as a wedding reception, graduation party, community event, organizational meeting or other similar event, must have insurance to cover their event. If the event involves more than 50 people and/or alcohol, this coverage must be in the amount of at least \$1,000,000 Bodily Injury & Property Damage Liability Insurance and Host Liquor Liability (if liquor is being served). Homeowners Insurance will not typically be able to fulfill the additional insured requirements.

Special Events Coverage is available for purchase at \$100 per event by persons who do not have Homeowners Insurance or Renters Insurance to cover their event. Please refer to the updated Special Events Application for the types of events that do not qualify to purchase the coverage. When in doubt, please call our office if you have questions about what type of events are acceptable. Please keep in mind that the fee for Special Events Coverage is subject to change from year to year, as the underwriters of this insurance may increase the fees that they charge to the Diocese. Since the policy year starts and ends on July 1, please remind persons who plan their rentals in advance that this fee may increase and that they will be responsible for the full amount.

Before your renters purchase the \$100 coverage, they should check with their Homeowner's Insurance agent to ask if their policy will cover their event. Their agent can then provide them with a Certificate of Insurance as evidence of their coverage. The Certificate should indicate the amount of coverage they have, the dates of coverage, the date of the event, type of event and include Host Liquor Liability, if alcohol is being served. The certificate must also name the church as "**Additional Insured**" for that specific event. The renter should then give the Certificate of Insurance to the church prior to the rental and a copy must be sent to our office for approval *at least 15 days prior to the event.*

Renters hosting events that cannot be covered by the Special Events Coverage will need to purchase coverage through an independent agent and they must provide the church with evidence that they have purchased that coverage. A copy of the Certificate of Insurance should be given to the church and a copy should be sent to our office for approval, prior to the event, to be certain that they have adequate coverage.

There is no liability coverage available for the sale of liquor through a "cash bar" for your renter's events. It is against the law to sell liquor without a liquor license and only a licensed and fully insured liquor provider can dispense and sell alcohol for profit. Alcohol may be served at special events, but it may not be sold.

It is vital that individuals and groups using the parish facility for their own personal interest have appropriate insurance coverage in place, for their own protection, as well as the parish's protection. Therefore, whenever you have questions, please call our office, (651) 290-1605.

Revised 2017