



St. Andrew Parish Hall Facilities Use Policy

Eff: January 1, 2018

SUBJECT: Facility Usage – Non-Parish Functions

PURPOSE:

This Policy concerns **(I)** the use of St. Andrew Parish Hall by parishioners and groups. It also references **(II)** the Alcohol Policy of St. Andrew Parish Hall since they are expected to be followed by all renters of parish facilities.

AREAS AFFECTED/STAKEHOLDERS:

Clergy
St. Andrew Building & Grounds Committee
St. Andrew Parish Hall Management Committee

DEFINITIONS:

Facilities: This includes buildings, grounds and equipment owned by St. Andrew Parish Congregation

Parish Member: Any current member (individual or family) or any active committee of St. Andrew/LeRoy, St. Theresa/Theresa or St. Mary/Mayville

Non-Parish Group: Any group not sponsored by St. Andrew Parish and associated parishes of St. Theresa and St. Mary/Mayville, inclusive of all parish committees/ministries

POLICY:

I. Use of the St. Andrew Parish Hall Congregation Facilities:

A. INSURANCE: \$1,000,000 general liability coverage is required. This can be provided through a homeowner policy (must provide proof of insurance) or coverage can be procured through the Archdiocese of Milwaukee/Catholic Mutual at an additional fee of approx. \$95.00, which can be arranged at the time of scheduling (form available upon request) Proof of Insurance must be on file prior to event. If requesting coverage from Catholic Mutual, request must be received by them 15 days prior to event

B. RENTAL PRICES: In addition to a \$100.00 Security Deposit the following rental fees apply:

| | PARISHIONER | NON-PARISHIONER |
|---------------------|-------------|-----------------|
| Funerals | N/C | \$100.00 |
| Hall (Inc. Kitchen) | \$150.00 | \$200.00 |
| Weddings/Receptions | \$250.00 | \$400.00 |

Note: Wedding/Reception pricing includes Kitchen and Hall, as well as additional time Friday night (timing dependent upon availability of hall) and following day for clean-up. Upon request, the hall will be made available for pre- and immediate post-ceremony needs only with pricing included with use of St. Andrew Church for wedding.

- C. PAYMENT:** Renter will provide 2 checks (one for Security Deposit and one for Rental) at least 30 days prior to event. The security deposit check will be returned within after inspection by a representative of the scheduling committee (within 5 business days). If any or all of the security deposit is forfeited, this will be communicated to the renter.
- D. KEYS:** The renter is responsible to pick-up the key to the facility prior to the day of the event. The key should be returned the day after the event (Monday if on a weekend) by 3:00 pm. Key pick-up/drop off location will be conveyed to the renter.
- E. FACILITY CAPACITY:** St. Andrew Hall capacity is 298 people. Current seating accommodates 250 people – noting 250 chairs as well as 6-foot and 8-foot tables.

II. Treatment of St. Andrew Parish Hall Facilities

- Nothing can be attached (taped, nailed, tacked, glued, etc.) to the walls and/or woodwork in any room. 3M attachment devices can be used and the weight of items being attached should be observed to avoid any possible damage
- It is expected that the facilities will be left in the same condition they were in prior to any event. This includes interior rooms used as well as grounds immediately surrounding the facility
- Clean-up is the renter's responsibility and cleaning supplies are available. Please note that some/all of the security deposit may be forfeited if additional cleaning is required after an event
- Any required additional cleaning expenses above and beyond the security deposit will be conveyed to and made the responsibility of the renter

- St. Andrew Parish Hall is a **NON-SMOKING** facility. This includes all smoke/smokeless tobacco, vapor devices, electronic cigarettes, etc.) Smoking is allowed outside and it is the renter's responsibility to clean outside smoking areas accordingly post-event
- If utilizing the Kitchen, all kitchen supplies are available for use. If anything breaks or fails to work appropriately, please report this to the scheduling committee. Garbage can liners will be made available. Please make sure all trash is removed from the premises post-event. Any "paper" supplies (paper plates, napkins, cups, etc.) should not be used unless being replaced by renter
- Bathrooms are expected to be cleaned, trash removed, toilets flushed, etc. after each event
- Candles are prohibited unless they are battery operated
- When using carts, please be careful around our doors, baseboard and woodwork
- If using facility tables/chairs, they should be wiped down, dried and put away
- Any facility-owned equipment (kitchen or hall) should not be taken outside the building at any time without permission
- Lights should be turned off after the completion of each meeting and/or activity
- Food and drinks remaining after a meeting should be properly disposed of
- Children must never be left unattended. All children must be supervised by a parent or authorized adult. Children should not be in the kitchen without an adult present
- All vehicles are expected to remain on paved surfaces only

III. Alcohol Policy of St. Andrew Parish Hall

- A. Alcohol is permitted to be served within a supervised environment at the discretion of the renter. Alcohol cannot be sold within the St. Andrew Parish Hall at any time or provided to anyone under the current drinking age as defined within the State of Wisconsin. Renter assumes all responsibility and liability pertaining to any alcohol provided.

ATTACHMENTS:

- A. Facility Rental Agreement
- B. Facility Usage/Indemnity Agreement
- C. Accident/Incident Report
- D. Archdiocese of Milwaukee (Catholic Mutual) request for Special Events Coverage (available upon request)

St. Andrew Parish Hall Rental Agreement
St. Andrew Parish
W3081 Cty Tk Y
Lomira, WI 53048
920-387-4321

Agreement is made this _____ day of _____, 20____, by St. Andrew Parish and _____ for the expressed purpose of renting the St. Andrew Parish Hall on _____ (date) for the expressed purpose of _____ (date).

It is further agreed that the rental price of the hall is \$_____ for the date and time as stated above.

In addition, there is a **security deposit of \$100.00** that is to be paid at the time of signing this agreement. This deposit will be returned following the inspection of the building, determining that the premises have been cleaned and that no damage was done to the hall or its contents. The inspection will be done by the Pastor or a member of the Buildings & Grounds/Scheduling Committee. It is also agreed that any damage to the hall or its contents incurred by the renter should be brought to the attention of the parish by contacting the Pastor or the Buildings & Grounds/Scheduling Committee immediately following the event.

It is further agreed that the renter will present a Facility Usage/Indemnity Agreement (copy attached) and the required certificate of insurance which holds St. Andrew Parish and the Archdiocese of Milwaukee harmless against and from any and all loss, damage or expense arising out of or from any negligence or fault of the user as specified in the above Agreement.

If your insurance company will not provide a certificate of insurance at an affordable price, it is available from the Archdiocese of Milwaukee for approximately \$95.00 per event. An application will be made available upon request. If applying for coverage through the Archdiocese of Milwaukee (Catholic Mutual) the request must be received at least 15 days prior to the event.

It is the responsibility of the renter to properly maintain and make safe any common walkways or entryways to the facilities before, during and after the event.

(Sign/Date Renter)

(Sign/Date Parish Representative)