



St. Andrew Parish Hall Facilities Use Policy

Eff: January 1, 2018
Updated: June 1, 2022

RENTERS: It will be assumed that this document has been READ and UNDERSTOOD prior to signing documents.

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	\$500.00	\$750.00

****Removal of all trash from facility and grounds is the responsibility of the renter. Upon request, the facility dumpster will be made available for an additional \$35.00.**

Technology (TVs/Laptop): There is no TV service at the parish hall. Smart TVs have apps for ROKU, HULU, PrimeVideo, HBOMax and Vudu/Fandango and can be utilized if user has a personal account with any of these services. Otherwise, TVs for presentation usage only.

Parish-sponsored use: No Charge.

Renters: \$75.00 laptop/TV, \$25.00 TVs only (personal laptop supplied)

***Wedding/Reception** allows use of the hall from **5:00 p.m. Friday through 10:00 a.m. Sunday**. Additional days can be included at \$100.00/day. These times subject to change based on parish needs.

- 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 after inspection by a facility representative (within 5 business days). If any or all of the security deposit is forfeited, this will be communicated to the renter.
- D. KEYS:** Key pick-up/drop off location will be discussed/confirmed with the renter.
- E. FACILITY CAPACITY:** St. Andrew Hall capacity is 298 people. Current seating accommodates the same with folding chairs and 8-foot tables.

II. Treatment of St. Andrew Parish Hall Facilities (the following applies to anyone using the hall for any reason)

- 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 (kitchen closet). Please note that some/all of the security deposit may be forfeited if additional cleaning is required after an event or if trash is not removed.
- 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 items are available for use ***with the exception*** of any paper items (plates/napkins/plasticware/cups) which are for parish-sponsored events only. If anything breaks or fails to work appropriately, please let us know! Garbage bags are made available. Please make sure all trash is removed from the premises post-event (see note regarding trash under "Rental Prices" above).
- **There are 2 large coolers available in the kitchen, one of which is always on and available for use. If the second cooler is needed, this request must be made at least 2 days prior to event. Committee will TURN ON the cooler prior to the event and TURN OFF with facility inspection after use. Coolers cannot be turned on for same day use. Renters SHOULD NOT turn coolers on/off**
- Bathrooms are expected to be cleaned, trash removed, toilets flushed, etc. after each event.
- Candles are prohibited unless they are battery operated/flameless.
- When using carts, please be careful around our doors, base boards and woodwork.
- If using facility tables/chairs, they should be wiped down, and if putting back in storage, please make sure they are dry. Instructions for storage are posted with the storage carts. Tables/chairs should be returned to original set up (see posting in kitchen) **Please take care when setting up/taking down tables as corners will break!**
- 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 any event should be removed from the property.
- 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 appropriate parking 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 by the State of Wisconsin statutes. Renter assumes all responsibility and liability pertaining to any alcohol provided.

ATTACHMENTS:

- A. Facility Rental/Usage/Indemnity Agreement
- B. COVID-19 Liability Release
- C. Catholic Mutual Application/Special Events Coverage (available upon request)

FACILITY RENTAL/USAGE/INDEMNITY AGREEMENT
St. Andrew Parish Hall
*****\$100.00 Security Deposit required*****

A check for \$100.00 is attached _____ (Renter...please initial)
An additional check for \$_____ (rental fees) has been/will be provided _____ (Date)

FACILITY USER: _____

SPACE REQUESTED: St. Andrew Parish Hall

DATES OF FACILITY USAGE: _____

REASON FOR USAGE: _____

The above-named Facility User agrees to defend, protect, indemnify and hold harmless the above-named Parish from all claims arising from the negligence or fault of the above-named Facility User or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified Facility Usage at the above-named Parish.

Facility User agrees to provide a certificate of insurance to the Parish which provides evidence of general liability coverage of not less than \$1,000,000.00 per occurrence. Facility User also agrees to have the Parish named as "Additional Insured" on its general liability policy for the Dates of Facility Usage in relationship to the Type of Facility Usage for claims which arise out of Facility User's operations or are brought against the Parish by Facility Users' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. Facility 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 the Parish.

If and only if Facility User fails to comply with the above (second) paragraph, then the above named Facility User agrees to protect, defend, hold harmless and fully indemnify the above named Parish for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified Dates of Facility Usage that is brought against the Parish by the above named Facility User or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, whether such claim arises from the alleged negligence of the Parish, its employees or agents or the negligence of the Facility User.

SIGNED BY: _____
(Facility User or agent of Facility User)

DATE: _____

CONTACT INFORMATION: _____(Home Phone) _____(Mobile)

Address: _____

Email: _____

SIGNATURE: _____
(Authorized Hall Committee Member)

**EXHIBIT A TO FACILITY USAGE/INDEMNITY AGREEMENT
COVID-19 LIABILITY RELEASE AND HOLD HARMLESS
AGREEMENT**

_____ (Unaffiliated Organization) in consideration of being granted permission on _____ (date(s)) to use property owned by St. Andrew Parish (Lomira, WI) during the Coronavirus Pandemic, does hereby promise to forever protect, defend, hold harmless and fully indemnify the above named Parish and its employees, agents, volunteers, officers, directors, parent corporations, subsidiaries and insurers/third party administrators from any and all claims or causes of actions in any way related to COVID-10, brought by any person or entity, arising out of or related to te use of Parish property, including but not limited to all claims and causes of action based on the alleged negligence of the parish, the negligence of its employees, agents, and volunteers or other third parties or my own negligence.

(Authorized Representative for Non-Parish sponsored rental)

DATE

COVID-19 PROTOCOLS

- Safety Protocols:** Renter (unaffiliated oganization) hereby agrees to adopt thorough and detailed COVID-19 safety protocols for any/all activities during use of St. Andrew’s facility.
- Cleaning:** Upon request of the parish as indicated in the checkboxes below, Renter (unaffiliated organization) hereby agrees to clean and sanitize the areas of usage in the facility at the conclusion of the facility usage, and further agrees to be solely responsible for all costs and materials necessary to complete said cleaning and sanitizing. In the event that no boxes are checked below, it shall be deemed that cleaning was not requested by the parish.

Cleaning requested by Parish

Cleaning NOT requested by Parish (Standard cleaning as per rental agreement)

(Renter/Authorized Representative for non-parish sponsored rental)

DATE

Authorized Facility Representative

DATE