



St. Andrew Parish Hall Facilities Use Policy

Eff: January 1, 2018

Updated: January 1, 2024

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 active parishioners and groups for private, non-parish-sponsored events. 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

Active Parishioner: "Active" is defined as any member/committee freely giving of their TIME, TALENT or TREASURE for the sole benefit of any of our 3 parishes - St. Andrew/LeRoy, St. Theresa/Theresa or St. Mary/Mayville

Non-Parish Group: Any group not sponsored by St. Andrew Parish or the 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 (non-parish sponsored events/personal use):

A. INSURANCE: \$1,000,000 general liability coverage is required. This can be provided through personal policies (must provide certificate showing liability coverage) **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 (NOTE: For any corporate use of the hall or rentals for more than 2 consecutive days, please contact us for additional discussion and pricing):

	ACTIVE PARISHIONER	NON-PARISHIONER
Funerals	N/C	\$100.00 (\$135.00 w/dumpster)
Hall (Inc. Kitchen)	\$150.00 (\$185.00 w/dumpster)	\$200.00 (\$235.00 w/dumpster)
**Weddings/Receptions	\$500.00 (\$550.00 w/dumpster)	\$750.00 (\$800.00 w/dumpster)

If not utilizing facility dumpsters, all trash must be removed from the facility. Aluminum can be left in bins between kitchen and garage no charge but must be bagged.

***Wedding/Reception allows use of the hall from **5:00 p.m. Friday through 10:00 a.m. Sunday**. Additional days can be included for an additional \$75.00 (entire Friday or Sunday) or \$100.00 any additional days (i.e: Thursday or Monday)

Technology: 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. Make sure login information is removed when done. **We do have technology available to display presentations simultaneously through the TVs. If interested in this option, please inquire at time of rental.**

- 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/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 at time of rental.
- 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. Candles are prohibited unless flameless/battery-operated.
- 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. Make sure all food/drink is removed from 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.
- St. Andrew Parish Hall is a **NON-SMOKING** facility. This includes all smoke/smokeless tobacco, vapor devices, electronic cigarettes, etc.) Smoking is allowed outside (**east entrance and between kitchen/garage**) 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!

- **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 clean, trash removed, toilets flushed, etc. after each event. Please make sure toilets/sinks are not running/completely off prior to leaving.
- If using facility tables/chairs, they should be wiped down and dry when putting back on storage racks. Instructions for storage are posted with the storage racks. Hall tables/chairs should be returned to original set up (see photo 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.
- 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. 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 "Certificate Holder" on its general liability certificate for the Dates 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)