

St. John the Baptist Catholic Church

Parish Hall Rental Policy

8310 St. John Road

Floyds Knobs, IN 47119

Parish Office: (812) 923-5785

- I. **Parish Hall Rental Overview** --- For rental purposes, the term *Parish Hall* includes the gym, kitchens, cafeteria and restrooms. It does not include other areas such as classrooms, offices, and meeting rooms. Early notification is required and must be made with the Parish Office no less than two (2) weeks prior to your planned activity date.

A. Facility Specifications

1. The Parish Hall has a seating capacity of approximately 500 persons.
2. The gym area has three (3) outside exits.
3. Restrooms are available just off the gym area.
4. Tables and chairs can be provided.
5. A set-up time will be provided no later than one (1) day prior to the event.
6. Garbage cans are provided and the garbage dumpster in the rear of the building is available for use.

B. Facility Restrictions

1. Children and youth activities require the presence of at least one (1) adult over 21 years of age.
2. Use of alcohol by a minor is strictly prohibited.
3. Use of controlled drugs on Parish property is strictly prohibited.
4. Use of profane or obscene language is strictly prohibited.
5. No firearms are allowed on Parish property.
6. Smoking is not permitted in the building.
7. Subletting of the Parish Hall by the renter is strictly prohibited.
8. Cancellations must be made no less than 48 hours in advance of an event.
9. Rentals for sporting events require that gym shoes be worn.
10. Groups renting for a sporting event should vacate the gym floor at least five (5) minutes prior to their scheduled ending time.
11. The use of tacks, nails, and scotch tape are prohibited when applying decorations. Masking tape is permitted.
12. A plastic or liquid resistant type of table cloth is recommended to protect tables and simplify cleanup.
13. Green tumbling mats on the gym walls are NOT to be removed.
14. The serving of alcoholic beverages must be concluded at midnight (12 a.m.). The hiring of a licensed bartender is strongly recommended.
15. Alcoholic beverages may not be sold due to Indiana state law.
16. The renter assumes all liability associated with the serving of alcoholic products, the conduct of those consuming alcoholic products, and is responsible for adhering to all applicable laws.
17. Music and the serving of food and drink must be concluded at midnight (12 a.m.).
18. Events are to be concluded and doors locked by 1:00 a.m.

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19. Keys must be returned to a Parish representative by 4 p.m. the next business day following the event.
20. Any damages will be satisfied by the damage deposit. In the event that damages exceed the deposited amount, a bill will be sent to the renter.

C. Parking

Parking is available on the paved areas on the east and west sides of the building.

D. Regulations for use of the New Kitchen

1. There must be an Parish Approved representative present when the New Kitchen is used.
2. Appliances approved for use include the stove, warmer oven, refrigerator,
3. Parish utensils, pots, pans, and deep-fryers are NOT to be used.
4. There will be an additional fee charged for use of the New Kitchen.

E. Set Up

All set up activities are the responsibility of the renting party. This includes tables, chairs, decorations, and kitchen arrangements.

F. Clean Up

1. Clean up is to be completed by 10:00 a.m. the day following the event.
2. Clear the tables of decorations, table cloths, and liquid spills.
3. Bag all trash, waste, and garbage. Replace all can liners.
4. Remove all decorations, food, and drink items brought in for the event.
5. Wash all dishes, trays, and counter tops used during the event.
6. Deposit all trash and garbage in the dumpster.
7. Mop up all spills.
8. Turn off all lights in the gym, kitchens, and restrooms.
9. Secure all gym exit doors.
10. Wipe all chairs which have food residue or may be sticky following spills.
11. Wash and dry tables before storing and place all tables and chairs in the racks provided. (Note: Tables will mold if they are not dry when stored.)
12. Sweep the gym, kitchen, halls, and restrooms and wet mop all spills.
13. Clean parking lot of all garbage including cigarette butts.

G. Insurance Requirements

Insurance coverage is required for all events held on parish property that are not sponsored by the parish. For such events, applicants have the following two choices:

1. Provide a certificate of insurance naming St. John the Baptist Catholic Church as additional insured for at least \$1,000,000, or

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2. Purchase the *Special Events* insurance available through Arthur J. Gallagher Risk Management Services. To purchase the insurance, an application must be completed and mailed with payment at least 15 days prior to the scheduled event.

II. Parish Hall Rental Fee Schedule

A. Parishioners

1. Event with 1 – 50 persons.....\$25.00 + \$25.00 damage deposit
Renter is responsible for Clean Up steps 1 – 13 listed above.
2. Event with 51 – 150 persons.....\$150.00 + \$50.00 damage deposit
Renter is responsible for Clean Up steps 1- 13 listed above.
3. Event with 151 – max persons..... \$550.00 + \$100.00 damage deposit
Renter is responsible for Clean Up steps 1-9 listed above. The Parish cleaning staff will complete the remaining Clean Up steps 10 - 13.
4. Use of the New Kitchen.....Event fee + \$75.00
5. Sporting Events.....\$15.00 per hour
6. Parish functions.....No charge (Event scheduling is required)
7. Special Events insurance for one-day event with 1 – max persons.....\$125.00

B. Non-Parishioners

1. Event with 1 – 150 persons.....\$225.00 + \$75.00 damage deposit
Renter is responsible for Clean Up steps 1 – 14 listed above.
2. Event with 151 – max persons..... \$750.00 + \$100.00 damage deposit
Renter is responsible for Clean Up steps 1-11 listed above. The Parish cleaning staff will complete the remaining Clean Up steps 12 - 14.
3. Use of the New KitchenEvent fee + \$75.00
4. Sporting Events.....\$15.00 per hour
5. Special Events insurance for one-day event with 1 – max persons.....\$125.00

Notes:

[1] All fees are subject to approval by the Pastor and the Parish Pastoral Council.

[2] This Policy will take effect as of November 1, 2011.

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III. Parish Hall Rental Worksheet

Instructions: This worksheet must be completed in its entirety by all Parishioners and Non-Parishioners submitting a request for rental of the Parish Hall.

Today's date: _____

Date of rental: _____

Renter's Contact Information:

Name: _____

Street address: _____

City, State, Zip Code: _____

Home phone: _____ Cell Phone: _____

Are you a Parishioner of St. John's Parish? YES NO

If you are Non-Parishioner, but know someone that is a Parishioner that you would like to list as a reference please do so in the space provided below.

Reference name: _____

Reference phone number: _____

Type of event: _____ Number of people expected to attend: _____

If the event is a wedding please provide contact information for the bride's parents.

Name of bride's parents: _____

Bride's parents' phone number: _____

Will the event require the use of the New Kitchen? YES NO

Will alcohol be served? YES NO

Will the *Special Events* insurance available through Arthur J. Gallagher Risk Management

Services be required? YES NO If YES, please complete the Archdiocese of Indianapolis Application for Special Events Coverage. If NO, please submit a certificate of insurance naming St. John the Baptist Catholic Church as additional insured for \$1,000,000.

Please indicate your preferred date and time of setup. _____

Fee summary.

Event fee.....	\$ _____
Damage deposit.....	\$ _____
Adder for New Kitchen.....	\$ _____
Special Events insurance coverage.....	\$ _____
Total.....	\$ _____

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IV. Parish Hall Rental Contract

I _____ hereby agree to rent the Parish Hall at St. John the Baptist Catholic Church, on _____ the _____ day of _____, 20_____. I have read the terms and conditions outlined in the Parish Hall Rental Policy, attached herewith, and agree to abide by all of these terms.

Property damage identified through a post-activity inspection by the building manager, will be assumed by me, and reimbursed by me to St. John the Baptist Catholic Church. I understand that liability for damage and personal injury to attendees, attendees' property, or agents outside of this activity, based upon the actions of this activity, are my sole responsibility.

I agree to indemnify and hold harmless the Archbishop, the Archdiocese of Indianapolis, St. John the Baptist Catholic Church, its parishioners, and agents, from and against all damages, claims and liability arising from or connected with my control or use of the parish hall, including, without limitation, any injury or damage to person(s) or property. If any of the above mentioned parties, without fault, shall become party to litigations commenced by or against me, then I shall indemnify and hold these parties harmless. The indemnification provided shall include all legal and attorney fees incurred by the above mentioned parties in connection with any such claim, action or proceeding.

I, as the renter hereby release St. John the Baptist Catholic Church from any liability for accident damage or injury caused to persons and property on or about the real estate, accepting responsibility for the negligence of St. John's and not withstanding whether such acts or omissions be active or passive.

Printed name of renter

Signature of Renter

Date

Signature of St. John the Baptist Representative

Date