

PARISH HALL POLICIES

PARISHIONERS

Please note: Parish Hall is a **Smoke Free Building** for all activities.

SCHEDULED EVENT: _____ DATE: _____

CONTACT NAME: _____ PHONE: _____

PARISH CONTACT NAME: _____ PHONE: _____

A. Church events such as Funeral Dinners and other Parish activities set precedent to the hall usage. Please be aware of this and be willing to work with parish staff. *If a conflict arises we will do everything possible to work out an amicable solution for all involved.*

B. Parishioners will be charged the public organization rate if the hall is used for a Profit or Business meeting. If this is the case, please use the Non-parishioner form.

C. HOLDING FEE TO HOLD EVENT DATE (*will be deposited*) \$ _____

1. Holding Fee check is required at time of reservation.
2. Is Refundable 30 days prior to event date in case of cancellation.
3. Cleaning and Shut-down instructions will be given to Applicant when reservations are made.

D. RIDER INSURANCE FROM CATHOLIC MUTUAL \$ _____

Liability insurance must be secured for any private event. This includes signing a Facility Usage/Indemnity Agreement available at the parish office. The individual/business holding the event can provide a Certificate of Liability Coverage for \$1 Million that lists the parish and the Diocese of Rapid City as additional insured parties or the individual/business will need to purchase RIDER INSURANCE FROM CATHOLIC MUTUAL as mandated by the Diocese of Rapid City. A check made payable to the parish along with the necessary forms must be returned to the parish office 20 days prior to the scheduled event. This is refundable up to 2 business days prior to the event date in case of cancellation.

E. HALL FEES CHARGED TO PARISHIONERS

- | | | |
|----------------------------------|--------|----------|
| 1. Usage Fee without Kitchen | \$0.00 | \$ _____ |
| 2. Usage Fee with Kitchen | \$0.00 | \$ _____ |
| 3. Extra Day Set-up Day Fee | \$0.00 | \$ _____ |
| 4. Portable PA System Rental Fee | \$0.00 | \$ _____ |
| 5. Damage Deposit Fee | \$0.00 | \$ _____ |

- a. The funds will be held up until 14 days after the event for inspection time.
- b. All or part of this deposit can be held for damages or cleaning after inspection.

6. TOTAL USAGE CHARGE FOR PARISH HALL RENTAL \$ _____

- a. Total Fee is due when keys are picked up for event.

F. ALCOHOL POLICY

1. The use of alcoholic beverages is not permitted unless prior approval is obtained from the Parish Council and/or the Parish Priest. Also, the City Council must be notified.
2. Serving Alcohol to Minors is absolutely prohibited. Name of person monitoring alcohol use must be provided in advance. Only invited guests are allowed in the Hall when alcoholic beverages are being served. Please initial that you have read this: _____
(please print) Name Person Monitoring Alcohol: _____
Sign Here: _____
3. No alcohol may be served after 1:00 a.m. and all activities must be finished by 2:00 a.m.

G. ADDITIONAL POLICIES

1. Individual/Business must leave kitchen as clean as it was prior to the event.
2. All food items must be removed from the kitchen following the event.
3. All tables and chairs will be taken down by individual/business after the event so floors can be cleaned prior to the next event.
4. Use of materials that will mar the finish or paint on walls, ceilings or floors is not permitted, (ex. Tape, hot glue, adhesive of any kind, nails, tacks, or fasteners).