

Sts. Leo & Martin Parish Hall Usage Rules and Agreement

General Guidelines

Responsibility and accountability for the event, participants, and adherence to guidelines of Sts. Leo & Martin Parish Hall usage rests solely upon the sponsor/coordinator who signs the Parish Hall Usage Agreement.

Sts. Leo & Martin clergy, staff, or volunteers are not responsible for providing personnel for, or supervision of the activities scheduled for the Parish Hall.

All guidelines regarding the Diocese of Lincoln Facility Usage Policy will be strictly adhered to.

Usage must be consistent with a Catholic, pro-life, family-orientation facility that are in accordance with the basic tenets of our Catholic faith.

The parish hall is adjacent to a Catholic church and within close proximity to family residences. Renters shall take all means necessary to respect the solemnity of the church and to not allow any act, music, performance, or other event that would interfere with any church service or would be inappropriate for a Christian facility. Music volume level must be maintained at a reasonable level and any requests for lowering the volume should be complied with.

Respect for our neighbors must be maintained to assure noise, parking, outdoor activities, etc. are within reasonable limits so as to not disrupt or disturb neighbors.

Facility Usage Guidelines

Facility users must complete the Facility Use Application Form within this policy.

Use of the Sts. Leo & Martin parish hall may also require general liability insurance coverage in the amount of \$1,000,000.00. If liability insurance is determined to be required for an event, a certificate of insurance evidencing the liability coverage is required. The certificate must name the Diocese of Lincoln and Sts. Leo & Martin parish as additional insureds. General liability insurance coverage may be purchased through the Diocese of Lincoln if the coverage cannot be obtained privately. The *Third Party Special Events Coverage* cost is charged in addition to any usage fees.

The following events DO NOT REQUIRE evidence of general liability insurance or the purchase of the Diocesan Third Party Special Events Coverage:

- ⊕ Diocesan parish/school/institution sponsored events,
- ⊕ Non-sponsored events with fewer than 40 people and in which no alcohol is served,
- ⊕ Baptismal, First Communion, or Confirmation receptions in which no alcohol is served, regardless of the number of people attending.

To determine whether an event meets the criteria to be sponsored or requires insurance coverage, the following questions should be asked:

1. Does a diocesan institution have full control or final decision-making authority over the function?
2. Do fees associated with the event flow through a diocesan institution account?
3. If applicable, is the function open to all diocesan institution members?
4. Is the purpose of the function to facilitate learning, raise funds for a diocesan institution or to provide a social service on its behalf?
5. Is the organizer of the event acting as a diocesan institution volunteer or employee?

Generally, if the answer to any of the above questions is “no”, the activity is not considered sponsored and will require evidence of general liability insurance coverage or the purchase of the Diocesan Third Party Special Events Coverage.

Reservations and Availability

Contact the pastor at the church rectory to request rental of the Parish Hall.

Usage requests will be processed in the order received and confirmed only with the receipt of the signed usage agreement, usage deposit, certificate of insurance (if needed), facility usage/indemnity agreement, and any associated fees.

Usage Fee

The Parish Council of Sts. Leo & Martin Parish have determined that only registered members of Sts. Leo & Martin Parish are permitted to rent the hall for personal use.

A tiered usage fee will be required:

1. No fee will be requested from parish affiliated groups of Sts. Leo & Martin which includes Altar society, funerals, baptismal, confirmation, or first communion receptions, or parish sponsored activities.
2. A **minimum** donation of \$75 for a half day rental (1-4 hours) of the hall plus an additional \$25 for the use of any kitchen appliances is suggested to cover utilities, maintenance, etc.
3. A **minimum** donation of \$150 for a full day rental (4+ hours) of the hall plus an additional \$50 for the use of any kitchen appliances is suggested to cover utilities, maintenance, etc.
4. Classrooms and lower-level rooms are not available for rent.

Insurance and Safety Guidelines

A certificate of insurance may be required. Please call the parish office at 780-5535 for information regarding your specific event.

Adult supervision must be with the group at times during the rental time period.

Children must be supervised at all times to protect their well-being and safety.

Damage Liability and Deposit

If damage occurs, the event sponsor/coordinator must notify the Sts. Leo & Martin pastor as soon as possible.

A damage deposit of \$250 is required upon request to use the hall. The damage deposit will be returned upon a satisfactory inspection of the hall following the event.

The facility must be left in the condition that it was rented or the security deposit may not be returned in full. Any unusual cleanup or repairs required as a result of the event, which exceeds the security deposit, will be billed to the renter. The sponsor/coordinator signing the usage agreement agrees to pay for the full repair of damages to the satisfaction of the Sts. Leo & Martin Parish Council.

Hours of Operation/Keys

Hours of Operation for the Church Hall are from 8:00 am to 10:00 pm and all events (including set up/tear down/and cleaning and building evacuation) are to be completed during those hours.

The pastor, or his designee, will unlock the hall (or provide keys) and will inspect the hall at the end of each use.

If the key issued for the parish hall is lost, the cost of re-keying will be the responsibility of the sponsor/coordinator.

Under no circumstances is this key to be duplicated or given to others. The key must be returned immediately upon the conclusion of the event.

Alcohol

No Alcohol is permitted at any time or under any circumstances unless prior approval of pastor. If allowed, insurance will have to be purchased through the diocese. If alcohol is found or reported on the property without approval a fine of \$500 will be issued to the sponsor/group and the deposit will be retained.

Smoking

The entire building is Smoke Free. Any debris or smoking materials outside the building must be safely removed and properly disposed of. Please use the smoking receptacles found on property. If not a \$100 fine will be assessed to the group/sponsor and taken from the deposit.

Decorating

Please do not affix decorations to wall surfaces or windows.

No tape of any type is to be used on any surface.

All decorations must be self-standing, self-maintained or on the tables, and on non-painted surfaces.

Cleaning

It is the responsibility of the sponsor/coordinator to restore the hall and kitchen to their original state. This includes, but is not limited to:

Hall:

- Cleaning up of all trash (including restrooms)
- Arrangement of furniture to its original position
- Vacuuming carpeted floor
- Sweeping tile floors
- Cleaning of tables and chairs
- Reset the chairs how you found them
- Wipe down bathroom counter tops and sinks.
- Turn off all lights, lock the building, and set thermostat to the seasonal setting
- The exterior is cleaned of debris/trash.

Kitchen

- Counter tops serving areas cleaned
- Kitchen floor swept and damp mopped
- Any dishes, serving piece, etc. must be washed and returned to the appropriate drawer or cupboard
- All trash will be taken to the dumpster and wastebaskets relined with plastic liners provided
- Run garbage disposal
- Remove leftovers from refrigerator
- Wipe out sinks and faucets with dry cloth