

HALL RENTAL POLICIES (Revised: April 2019)

BEFORE SIGNING UP, the following **INSURANCE FORM** must be completed, and FEES PAID (See form for Fees):

DIOCESE OF YAKIMA, WA—166, 2018 APPLICATION FOR SPECIAL EVENTS COVERAGE

It takes 15 days for Catholic Mutual to get the form back to us.

Home owner's insurance does not apply here, since we have **different liabilities**.

WHAT CAN THE HALL BE USED FOR:

St. Andrew's Parish Activity Center is intended primarily for church use and secondarily for non-church related use. Yearly parish activities should be scheduled as far ahead as possible.

-No receptions can take place when there is Mass being said in the Church.

-The facility will not be used for events or groups contrary to the teachings of the Roman Catholic Church.

-The facility can be used for Catholic wedding and other events that are in accord with church law.

-There is no charge for use of hall for Funeral Receptions for parishioners and their immediate family.

-There are no fees for church functions, which includes functions of parish organizations. The facilities are for use by non-profit groups only.

Total occupancy allowed: _____ persons.

WHO CAN USE THE HALL:

Only registered, active, contributing AND participating members of St. Andrew's Parish will be allowed to use the hall.

Registered: means one who is registered in the Parish and on the parish mailing list.

Active: means anyone who goes to Mass on a regular basis/More than Christmas and/or Easter.

Contributing: means one who gives of their Treasure to the Parish on a regular basis/More than a few dollars now and then.

Participating: means those who participate in Mass regularly and help out in the parish when needed or belong and are active in Parish groups.

USE FEES: Hall: **\$200.00**—All Day

Security Deposit: \$300.00—Refunded if No Damage

Reservations can be made up to one (1) year in advance with a Security Deposit.

Must be paid at time of reservation along with the completed use agreement to secure a date.

The Security Deposit will be refunded to user within one week after the event as long as there is no damage to the property or the hall, and the hall is cleaned per the cleaning list provided.

Cancellation of an event must be made no later than sixty (60) days prior to the scheduled event in order to receive a refund of the Security Deposit.

Please note: All checks, including deposit, are deposited upon receipt.

Checks will NOT be held.

Returned Check (NSF): A \$25.00 fee for any returned check will be assessed; and the agreement is automatically canceled.

NOT ALLOWED:

- No weapons on the property.
- No smoking in building.
- No hard liquor at Weddings, Funerals, and Anniversaries.
- No alcohol in parking lot at any time or at any youth parties.
- No loud music.
- No fog machines.

ALCOHOL: A copy of the Liquor License must be on file at the office one month before the event. The Liquor permit must be posted on refrigerator. Only beer or wine (e.g. champagne) is allowed at Weddings, Anniversaries and Special Events.

The User must provide one licensed security officer for every 50 people with alcohol license. The security officers must be at the event before any alcohol is consumed. An Agreement for Licensed and Bonded Security Officers must be on file one month prior to event.

Users must provide their own products & supplies, such as: food, drinks, ice, paper and plastic products, foil, dishtowels, plastic utensils, containers, etc. No personal items may be left in the facility. St. Andrew's is not responsible for any items left.

Cleanup: The facility should be left as clean as or more so than as found. See the attached "clean up list".

Event must end by 10:00 pm Clean up may continue thereafter. All people out by 11:00 pm.

All user & coordinator fees, proof of insurance and security arrangements are due 30 days prior to event. The parish coordinator is on hand to oversee the event, and will have possession of the key for opening and closing purposes. This individual has responsibility for parish-directed duties and will not provide labor for the user. A facility "walk-through" will be arranged between 10 am and 2:00 pm on the workday prior to event.

The Diocesan Facility Use/Indemnity Agreement must be agreed to and signed to satisfy our insurance company's requirements. Special Event insurance will be required with \$1,000,000 coverage. Special Events Insurance coverage providing \$1,000,000 combined single limit bodily injury, property damage and host liquor liability is available through the Diocese of Yakima, if user does not have it available under their own policy. The Diocesan Insurance Liability costs \$ 100.00 and the packet of information with the application is available in the parish office. Proof of insurance must be on file one month prior to event.

Noise control and Entertainment Morals: Notice of the intent to use amplified sound and its intended purpose is to be given at the time of reservation. Volume is to be kept at a reasonable level determined by the parish representative. The volume of sound should not be heard inside any other building. Music containing explicit lyrics and/or concerning any performance, exhibition or entertainment contrary to the beliefs and practices of the Catholic Church are not permitted.

An adult, of at least 21 years of age must sign the Facility Regulations Agreement. The user assumes all responsibility for the reservation and actions of their guests. St. Andrew's reserves the right to deny requests for the facility use.

The user, as well as the group or organization represented, shall be responsible for any clean up and damage to equipment or property. If, after an activity, damage amounting to more than the deposit or if additional janitorial maintenance is required, the user shall be charged accordingly.

Children must be supervised at all times!

No foreign substance may be used on the floors. Any decorating, coverings, or changes to the facility must be discussed at the time of the Use Application, given approval, and put in writing as part of the agreement. The use of adhesive tape, nails, staples, screws, etc. on tables or other equipment/facility is not permitted. Masking tape is allowed and must be removed during cleanup. Placement, relocation, or arrangement of parish equipment, other than tables and chairs, is not permitted. The furniture/equipment is for use only inside the hall.

Event must be by invitation only; no dances, which are “open to the public”, are allowed.

If regulations are disregarded, or there is misuse of the facility, this agreement will be terminated without a return of the fees or deposit. The parish coordinator/representative has the responsibility to enforce this agreement. The user, guests and invitees must comply with all applicable city, county, state and federal laws.

PARISH HALL CLEANUP LIST

Note: Nailing, stapling, or taping of decorations to the walls is not permitted/table and floor standing decorations only.

HALL CLEANUP INCLUDES:

Clean up all liquid spills immediately. Clean all other spills.

Check bathrooms: flush toilets as needed, turn off faucets, empty garbage into outside dumpster, putting new liners in containers.

Check all hallways and entryways. Remove all garbage to outside dumpster, putting new liners in all containers.

Remove all decorations and any masking tape used.

Clean tabletops and chairs. Leave chairs and tables the way you found them.

Check outside of hall, including the parking lot, removing all debris and place in dumpster.

Sweep the floor before leaving.

KITCHEN CLEANUP INCLUDES:

Clean counters.

Clean cupboard fronts if applicable.

Clean and put away all kitchenware. (This applies to parish functions only)

Clean sinks and wipe dry.

Empty garbage cans to outside dumpster, replacing liners.

Turn off and clean stoves if used.

Turn off and clean coffee maker, if used.

Users to provide all towels, dishrags and sponges. Parishioners using towels and dishrags should take home, wash and return.

Make sure all food and supplies brought in are taken home!

Vacate building by 11:00 PM.

Two members from the Pastoral/Finance Council must approve Hall Usage.

DEPOSIT WILL BE KEPT IF ANY OF THE ABOVE RULES ARE BROKEN!

FACILITY USE AGREEMENT

Name: _____ Home Phone: _____ Work Phone: _____

Address: _____ City: _____ Zip: _____

Event Date: _____ from: _____ to: _____ Number attending: _____

Setup Date: _____ From: _____ To: _____

Description of event: _____

Tables and chairs are included in the use of the building, but must not be removed from the hall.

As the user of St. Andrew's Facility, I agree with the terms of the "St. Andrew's Facility Regulations". I agree to protect, indemnify and hold harmless the Diocese of Yakima and St. Andrew's Parish from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property. I will protect, indemnify and hold harmless the Diocese of Yakima and St. Andrew's Parish from any and all claims, cost or expenses arising from any failure of the user in any respect to comply with the terms. I will perform all requirements and provisions agreed to and required by law or ordinance during the period of use.

Signature Date

-----Office use only-----

	<u>Amount:</u>	<u>Date Paid/Completed:</u>
\$300 Security Deposit Paid: \$ _____	_____	_____
\$100 Special Events Insurance Coverage: \$ _____	_____	_____
Proof of Special Events Insurance Coverage on File:		_____
Special Events Application/SPC Check to Diocese:		_____
Coordinator Fee Paid: \$ _____	_____	_____
Proof of Security on File:		_____
Use of Hall Fee Paid: \$ _____	_____	_____
If Alcohol, Copy of Liquor Permit Received One Month Prior:		_____
If Alcohol, Agreement for Licensed & Bonded Security Officers		_____
Pre-Inspection Completed:		_____
Post Inspection Completed:		_____
Security Deposit Returned: \$ _____	_____	_____
\$25 for Returned Check/Event Canceled:		_____

Notes: _____

Signature of Officer Date

Signature of Officer Date