

## ST. MICHAEL'S CHURCH FACILITIES USE POLICY

We are pleased that you have expressed a desire to utilize our facilities at St. Michael's Catholic Church.

Any questions or variance requests to the following policies should be addressed to the pastor and parish council. The pastor and council will make the final decisions.

### **Use Information and Requirements**

The facilities at St. Michael's Catholic Church are all considered to be **NON-SMOKING AT ALL TIMES**. Smoking will only be allowed outside the building with butts being placed in the container provided.

The hall facilities **will not be used for an actual wedding ceremony** by a Justice of the Peace, etc. The main hall may be used for a wedding reception only if the wedding is conducted at St. Michael's Catholic Church.

**THE FACILITY HOURS ARE FROM 8:00 A.M. UNTIL 12 MIDNIGHT. At 12 A.M. THE DOORS ARE LOCKED AND ALL PERSONS WILL ALREADY BE CLEAR OF THE BUILDING. ADDITIONAL TIME THE PREVIOUS DAY FOR SET-UP WILL INCUR AN ADDITIONAL CHARGE.**

We are requiring that a Paid Parish Representative will be on duty during an event in the main hall. They will assist in use of the kitchen facilities, be available for adjusting lighting temperatures, etc., and will complete a clearance checkout with the lessee on condition of the facilities at departure.

**Any damages incurred to the facility while being leased will be the responsibility of the lessee. Charges will be deducted from the deposit or additionally charged to the lessee if over the deposit amount.**

We request that you park in the large, back parking lot if your event is on Saturday afternoon at 5:30 PM or if it coincides with another church function.

**No** birdseed, confetti, streamers, or rice is allowed to be thrown on the church premises.

**NO** rose petals, flowers, or other items may be thrown in aisles in Church. **Church must be left clean of all items and vacated by 4:00 p.m. Saturday due to Mass Schedules.**

**NO** decorations by tape, tacks or other method may be attached to the walls or ceilings. This includes attaching of **skirting around tables**.

**No** crepe paper (stains when wet) or confetti shall be used for decoration.

**NO** Ice sculptures of any kind.

**ST. MICHAEL'S CHURCH  
FACILITIES USE POLICY - cont.**

**All requirements for events where alcoholic beverages will be served are included in the attached "Alcoholic Beverage Policy".**

**Main Hall Kitchen Usage Policy**

No ice chests, ice buckets, ice sculptures, or dispensing of liquids is allowed on the carpet. All such equipment should be in the **storage closet**. Exception: Champagne fountains; see Alcoholic Beverage Policy.

**The kitchen is available for serving catered or prepared foods only. It may not be used for cooking; warming only.** If you are using a catering service, all trucks shall be parked in the back parking lot, or in the parking space adjacent to the back kitchen door designated for food drop-off, not under the covered area.

Usage will include the following: sinks, water, refrigeration, kitchen utensils, dishes, stove, and oven. **Supplies will not be available for usage. Caterers should plan on bringing their own equipment.**

**USAGE PROCEDURES:**

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|----------------------------------|--|
| <b>TABLES<br/>AND<br/>CHAIRS</b> | You may arrange the tables and chairs however you wish. Additional chairs may be found in the closets. If rearranging tables and/or chairs in any P.S.R. classroom, Angelina Room, A-F Wings, return them to the arrangement as posted on the room wall.   |
| <b>SUPPLIES</b>                  | <b><u>None of the supplies are for your use. These supplies belong to the parish and are not to be used at any leased functions.</u></b> You are renting the room for your enjoyment.  |
| <b>TRASH</b>                     | Bag garbage and carry it to the dumpster. Additional plastic garbage bags are in the bottoms of each plastic garbage can.  |
| <b>CLEANING</b>                  | If the coffee pot is used, it should be rinsed and dried. Wipe tables and/or counter tops. Pick up paper and/or food from the floor. <b><u>If using one of the refrigerators, all of your drinks, food, etc., must be removed and the refrigerator is to be left clean before you leave.</u></b>   |
| <b>DAMAGE</b>                    | Any damages incurred to the facility while being leased will be the responsibility of the lessee. If the room requires excessive cleaning due to mess left by guests, cleaning charge will be deducted from deposit. Charges for facility damage will be deducted from the deposit or additionally charged to the lessee if over the deposit amount. |
| <b>MISC.</b>                     | Instructions for the use of the microwave oven will be posted and followed.<br>Turn off air-conditioner and all lights.  |

## **GENERAL FACILITY USAGE POLICY**

The facilities at St. Michael's are here to be used and enjoyed by many groups, committees, and organizations. To insure this, it is the responsibility of each group, committee or organization to comply with the following:

Booking or reserving of any classroom, meeting room or the hall, must be requested and verified through the Parish office prior to usage.

If your organization has the facility reserved for specific time and the facility is being used prior to that time by another group, you may not enter, set up or disrupt the meeting in progress.

We have 4 rooms available for rental. They are the MAIN HALL for groups up to approximately 550 people, the ANGELINA ROOM for 50-100 people, the WALTERS ROOM for 50-100 people, and F-Wing class room for groups under 50 people.

**THE HALL IS NOT GUARANTEED UNTIL THE DEPOSIT IS PAID.** We would prefer you to pay the deposit immediately to guarantee the date. If someone else requests the hall, for the same date, and you have not paid your deposit, at least 60 days before the date requested, the hall will then be leased to the other party.

**THE DEPOSIT FEE IS DUE AND PAYABLE SIXTY (60) DAYS PRIOR TO THE EVENT.**

**THE ACTUAL RENTAL FEE IS DUE AND PAYABLE THIRTY (30) DAYS PRIOR TO THE EVENT.**

**IF THE EVENT IS IN LESS THAN 30 DAYS, ALL FEES ARE DUE IMMEDIATELY.**

### **CANCELLATION NOTICE**

If you have put a deposit down, to confirm a date for the hall, and you cancel with less than 30 days notice to the date reserved, the deposit will not be refunded to you. The exception will be for an act of God. The office staff will then be allowed to refund your deposit.

### **ORGANIZATIONS ALLOWED TO USE THE FACILITIES:**

St. Michael's Catholic Church affiliated groups and Individual Parishioners.

(Marriage, Anniversary, or Baptism receptions, etc.)

Parishioners are described as **registered participants** in the Parish. (Those giving of time, talent, and/or treasure to the Parish).

**IT WILL BE EXPECTED THAT PARISHIONERS INVOLVED IN OUTSIDE ORGANIZATIONS WILL NOT RENT THE FACILITIES FOR THEIR ORGANIZATIONS.**

## GENERAL FACILITY USAGE POLICY - cont.

### **Date Reservation Policy**

All dates must be cleared with the parish office before making any public announcements.

**The *first priority* for a date reservation is in association with any of the Sacraments of the Church (Marriage, ordination, baptism, etc.,) or if it is a Wedding Anniversary. Showers associated with the Sacraments of Marriage and Baptism are permitted, as long as the Wedding or Baptism is being administered at St. Michael's.**

Parish organizations, such as the school, take precedence over parishioners and can reserve a date up to thirteen months in advance.

**Individual parishioners or groups may request to reserve the facilities no earlier than one year prior to the date requested.**

**The following dates will NOT BE AVAILABLE for rental of the facilities; January 1st, Holy Week, December 24, 25, 31. Other dates may also be unavailable, check with the Rectory Office.**

The minimum time to make a date reservation is 30 days. This is to allow us time to schedule the required support people for your event.

All rentals must be **1st party rentals only**. This means no renting the facilities for someone else or another organization.