St. Mary's Hall – St. Martin Room Policies Parishioners

(Effective March 6, 2014)

Please Note: St Mary's Hall is a S	Smoke Fre	ee Building for	all activities.
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SCHED	OULED EVENT: DAT	ГЕ:	
Contac	ct Name: PHO	ONE #	
St. Ma	ry's Hall Committee Member: PHO	ONE #	
	Church events such as Funeral Dinners and other Parish activities usage. Please be aware of this and be willing to work with the Starises we will do everything possible to work out an amicable sole Parishioners will use the Non-Parishioner form if hall is used for Parishioners.	. Mary's Hall ution for all	Committee. If a conflict parties involved.
C.	SUGGESTED DONATION TO HOLD EVENT DATE		
	 (will be deposited) Suggested Holding Donation check is required at time of reservations. Is Refundable 30 days prior to event date in case of cancellation. Cleaning and Shut-down instructions will be given to user when reservations are made. 	\$100 rvation.	\$
D.	RIDER INSURANCE FROM CATHOLIC MUTUAL Liability insurance must be secured for any private event. This includes signif facility Usage/Indemnity Agreement available at the parish office. individual/business holding the event can provide a Certificate of Liability Cove for \$1 million that lists Immaculate Conception Church and the Diocese of Rapid as additional insured parties or the individual/business will need to purchase R INSURANCE FROM CATHOLIC MUTUAL as mandated by the Diocese of Rapid Cicheck made payable to Immaculate Conception Church along with the necess forms must be returned to the parish office 20 days prior to the scheduled expensive is Refundable 2 business days prior to event date in case of cancellation.	ing a The rage I City IDER ty. A ssary vent.	\$
<u>Parishi</u>	<u>ioners</u>	SUGGESTED DONATION	
E.	St. Martin Room (without kitchen)	\$ 75	\$
F.	St. Martin Room (with kitchen)	\$100	\$
G	St. Martin Room - Set up day (per day)	\$ 25	¢

Portable PA system Usage	\$ 25	\$	
a. Arrangements to use the PA system must be made at			
the time of St. Mary's Hall booking of event.			
	SUBTOTAL	\$	
TOTAL DONATION FOR ST. MARTIN ROOM	TOTAL	\$	
a. Is due when keys are picked up for event.			
DAMAGE DEPOSIT (check will be held)	\$500	\$	
a. The funds will be held up to 14 days after event for			
inspection time.			
b. All or part can be held for damages after inspection.			

I. Additional Policies

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- 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 Winner City Council must be notified.
- 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 served.

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	Please initial that you have read this:
	Person monitoring alcohol: print here
	Sign here
3.	No keg beer allowed (cans or bottles only).
	Please initial that you have read this:
4.	No alcohol may be served after 1:00 am & all activities must finish by 2:00 am.
	Please initial that you have read this:

- 5. User must leave kitchen as clean as was prior to event.
- 6. All food items must be removed from kitchen following event.
- 7. <u>All Tables and Chairs will be taken down by user</u> after event so floors can be cleaned for the next event.
- 8. Use of materials that will mar the finish or paint on walls, ceilings or floors is not permitted, e.g., tape, hot glue, adhesive of any kind, nails, tacks, no fasteners of any kind.
- 9. All damages incurred during the usage period and/or cleaning fees necessary to restore the facility to its original state will be deducted from the damage deposit. Any additional expenses will be billed.
- 10. Nothing is to be removed from the hall without prior permission from the Parish Council and/or Parish Priest.
- 11. No Fountain Pop is permitted. Arrangements will be done through the St. Mary's Hall Committee.

- 12. A Parishioner will be able to use St Mary's Hall for an event such as a Benefit for a personal friend as long as they follow all the Parishioner requirements. That Parishioner will act as the main go to person for the parish office and parish hall committee along with the janitor on staff. The event can be assisted by an organization from the community. The event cannot be a profit to anyone person or organization, it will only benefit the person it is given for.
- 13. The Parish Council and the Parish Priest set St. Mary's Hall policies.
- 14. St. Mary's Hall cannot be booked over 18 months in advance.
- 15. The Catholic Daughters are available to serve Banquets, and Receptions, etc.
- 16. Immaculate Conception Parish and/or the Rapid City Diocese is not responsible for items left in St. Mary's Hall.

THIS IS SUBJECT TO CHANGE. I HAVE READ AND AGREE TO THE ABOVE POLICIES

Scheduled Event:		Date:
Contact Name:		Phone #
	Please Sign	Date