

# **The Church of St. Our Lady of Victory Facilities Use and Rental Policy**

## **PURPOSE**

Define the policy/procedure for use and rental of the Church, Fellowship Hall, Parish Meeting space and School Gymnasium.

## **PROCEDURE**

1. Parish organizations have first priority to use the facilities after Faith Formation and Our Lady of Victory School. Parish organizations are required to have one person responsible to see that the area is cleaned up or has made other custodial arrangements. They also are responsible to see that the lights in the facility are turned off and that all doors in the building are locked.
2. Members of the parish (for personal or family use such as weddings, anniversaries, etc.) have second priority for use of facilities.
3. Outside organizations and groups are able to use the facilities at a preset fee, damage deposit, and they also have to sign a contract assuming the responsibility for damaged or destroyed property. Outside organizations must provide for set up and clean up. If the space is not cleaned up properly the Church retains the right to deduct those costs from the damage deposit.
4. When an event has been scheduled, the only way it will be cancelled or changed is for a funeral.
5. Outside groups using the facilities must show proof of liability insurance and they must also apply for "Special Use" coverage through the Diocese of St. Cloud thirty (30) days prior to the event.
6. The use of the Fellowship Hall for social gathering is open to all Parishioners, provided that no parish function is scheduled.
7. Large dinners greater than 250 need to be scheduled in the school gymnasium.
8. All gatherings must be scheduled through the parish office.
9. Parish Offices use and rental are restricted, because of confidential and sensitive material.

## **CALANDAR**

1. The parish secretary will keep the calendar for use of all facilities throughout the year.
2. The parish secretary keeps the calendar for use of the Church, Fellowship Hall, St. Joseph's room, and School Gymnasium.

## RATES & FEES FOR FACILITY USAGE

<u>Fellowship Hall</u>	<u>Parishioner</u>	<u>Non-parishioner</u>	<u>Non-Profit</u>
Full Day > 4 hrs (Includes kitchenette)	\$150	\$300	\$500
Half Day < 4 hrs (Includes kitchenette)	\$100	\$200	\$300
Special Events (No kitchenette)	\$50	\$100	N/A
<u>Gymnasium</u>	<u>Parishioner</u>	<u>Non-parishioner</u>	<u>Non-Profit</u>
Full Day > 4 hrs (Gym only)	\$150	\$300	\$500
Half Day < 4 hrs (Gym only)	\$100	\$150	\$200
<u>St. Joseph's Room</u>	<u>Parishioner</u>	<u>Non-parishioner</u>	<u>Non-Profit</u>
Special Events (Kitchen)	\$50	\$75	\$100
Special Events (No Kitchen)	\$30	\$50	\$70

1. A "Non-parishioner" is defined as a practicing Catholic from another parish.
2. A "Special Event" is described as wedding or baby shower, anniversary or birthday celebration that will typically last less than 2 hours and will not require use of a kitchen or kitchenette.
3. A \$200.00 refundable damage deposit will be required for use of the facilities by parishioners and all other groups.
  - a. If custodial guidelines for cleanup are not followed, Our Lady of Victory retains the right to use damage deposit to cover and custodial expenses
4. All fees and damage deposit are due at time of reservation.
5. If renting the Fellowship Hall for less than 4 hours, time must include set-up and clean-up. Please allow 1 hour for proper cleanup with all events.

6. The school kitchen is not available for general use. This is only utilized for school and church internal operations.
7. Insurance coverage for special events or unrelated activities:
  - a. When Our Lady of Victory facilities are used for a private event or function that is NOT specifically parish or school sponsored, we have two options.
    - i. The person or organization wishing to use our facility completes the lease and provides the parish with an insurance certificate proving to us that they have insurance coverage for the event; from their own insurance company. This policy must cover up to one million dollars in accident and liability coverage for the event.

Or

- ii. The person or organization wishing to use our facility completes the lease and a simple insurance form applying for the Special Events Insurance coverage and gives us a check payable to Our Lady of Victory Church for \$65.00 at least 30 days prior to the event.

NOTE: If there is any question as to the implementation of this policy the final decision will be made by the Parish Business Manager. If the Parish Business Manager is unable to make a decision, the matter will be brought to the Parish Pastoral Council for a recommendation.