

ST. MAXIMILIAN KOLBE CATHOLIC PARISH AND SCHOOL

POLICIES ON FACILITIES RENTAL

General Policy: Leave Facilities in a better condition than when you found them.

FACILITY RULES AND REGULATIONS

1. Decorating will be allowed as the room schedule permits and **must** be arranged in advance.
2. No alcohol is allowed unless special permission is received.
3. No drugs are allowed.
4. Smoking is not allowed in our buildings anywhere.
5. Guns are not allowed anywhere on our property.
6. Events held at the Facility may not conflict with any liturgies (including funerals) held at the Parish.
7. Guests are encouraged to use the appropriate waste containers so that recycling occurs whenever possible.
8. Soliciting is not permitted in the Church or the Facility.
9. No political events of a partisan nature will be allowed in any Parish Facility.
10. Persons in attendance must confine themselves to areas permitted for use. Adults are responsible to keep children in permitted areas only.
11. Shall not use premises for any illegal or immoral purposes and shall comply with all applicable state and local laws, ordinances or regulations.
12. Renter may not sublet any space in the Facility.
13. The Parish shall have the right to terminate a Use Agreement if any Renter misrepresents the purpose of an event.

RESPONSIBILITIES OF GROUP USING SPACE:

1. Complete and submit a completed Room Request/Rental Application Form
2. Make sure a trained Building Security Supervisor is on site at all times.
3. All visitors must be respectful and orderly.
4. Decorating of the facilities may be done the evening before your scheduled event if arranged with the Parish Office. Nails and Staples are prohibited. Only Masking tape may be used. All tape decorations are to be ~~removed~~ when the event is over. No use of confetti or sequins.
5. All disposables (decorations, tablecloths, plates, etc.) need to be picked up and placed in the waste cans provided. Tables wiped down as needed.
6. Liquids should not be put in the waste cans.
7. Wash, dry and replace all kitchen utensils used if the kitchen is rented.
8. Report problems, breakage, or incidents immediately to building security supervisor.
9. Shall take good care of the premises and maintain all the personal property, equipment, and furnishings.

SPECIFIC TO RENTERS

10. Only professional, licensed caterers may use the kitchen and **must contact** the Parish Office **before** the event. All contracted caterers using the kitchen must possess a current caterer's license, a copy of which must be provided to the Event Coordinator. Caterers are expected to supply whatever they need to make their preparations other than a stove, oven, refrigerator, and serving utensils. The caterer must also provide all dishes. All paper products (i.e. napkins, tablecloths, paper towels, plastic and foil wraps, etc.) must be provided by the Renter or for the Renter by the caterer.
11. When a professional caterer is used, the catering company must provide St. Maximilian Kolbe with a certificate of liability insurance with a minimum coverage of \$1,000,000.

ST. MAXIMILIAN KOLBE CATHOLIC PARISH AND SCHOOL POLICIES ON FACILITIES RENTAL

12. Because of concerns regarding cross-contamination, food cannot be stored in our kitchens unless done by a licensed caterer.
13. Groups that do not hire a caterer may serve food, such as cake or potluck items but the kitchens cannot be used.
14. The rental amount must be paid in full at least 10 days in advance of the date per the rental application amounts. If the Fee is not paid when due, the Parish shall reserve the right to terminate the Use Agreement and allow another Renter to use the Facility.
15. Renter must complete and submit Facility Use/Indemnification Agreement (See Attachment A).
16. Renter shall be required to provide St. Maximilian Kolbe with a certificate of liability insurance coverage listing St. Maximilian Kolbe as additional insured as specified in the Facility Use Agreement.
17. Catholic Mutual's Special Events Coverage fee of \$110.00 is an alternative to providing a certificate of insurance.
18. A refundable \$50.00 Damage Deposit is required. Immaculate Conception retains the right to keep the Down Payment as liquidated damages.
19. Complete and submit a completed User Application Form (Attachment C).
20. The Parish shall have the right to terminate a Use Agreement if any Renter misrepresents the purpose of an event.

ST. MAXIMILIAN KOLBE RESPONSIBILITIES

1. Unlock doors at times indicated on the set-up form.
2. Set up tables and chairs as outlined in application.
3. Take down tables and chairs.
4. Mop and vacuum floors.
5. Empty trash cans.
6. Lock doors.