

St. Mary's Church Hall

FACILITY USAGE POLICY

Introduction: St. Mary's Hall is owned and maintained by St. Mary's Parish primarily for parish activities. However, subject to the approval of the pastor, the Hall may be made available to groups for non-parish activities, programs or social gatherings.

- 1) Any parishioner, charitable organization, or community civic group which is not a political partisan group may use the Hall for non-commercial purposes but will be subject to space availability and possible charges.
- 2) **Special Events Coverage:** Unless already covered by its own insurance policy, in accordance with Diocesan regulations, a Special Events Coverage Policy is required for any non-parish sponsored event regardless of the number of people attending. This must be received by the Catholic Mutual Group **no later than 15 days before the date of the event.**
 - a) The cost of the special event insurance is \$100.00 per event. These are discounted prices obtained by Catholic Mutual Group and made available to the parishes through the Diocese of Peoria. The average cost on the "outside market" for this type of coverage is \$350.00 to \$750.00.
 - b) Please make all checks payable to: **Dunne Property, N.F.P.** The application for Special Events can be found on the St. Mary's webpage: www.stmaryselpaso.org or from the parish office. The application and check must be submitted to Catholic Mutual no later than **15** days prior to the event.
 - c) In lieu of purchasing special event insurance, an individual or organization may provide a Certificate of Insurance documenting general liability coverage in the amount of one million dollars (\$1,000,000) per occurrence. **This certificate must name St. Mary's/El Paso and the Catholic Diocese of Peoria as an ADDITIONAL INSURED.**
- 3) **St. Mary's Facility Usage/Indemnity Agreement:** This form needs to be completed when anyone rents the Hall. This form will accompany either the Special Events Application or a Certificate of Insurance and can be found on the St. Mary's webpage: www.stmaryselpaso.org or from the parish office.
- 4) Funeral Dinners and receptions or reunions by and for parishioners are parish-sponsored events. These are covered under the Diocesan Insurance Policy.
- 5) The use of alcohol, tobacco products and any illegal substance is not allowed in St. Mary's Hall.
- 6) **Rental Fees:** No charge for Funeral Dinners for our parishioners.
Other uses by Parishioners: \$50.00 (in addition to Special Events Coverage fees).
By others: \$100.00 plus a \$100.00 refundable fee (in addition to Special Events Coverage fees).
- 7) The individuals or groups using the Hall are responsible for clean-up and trash removal according to the Clean Up Regulations provided upon delivery of Hall keys.
- 8) The use or rental of the Hall is available first of all for parish activities and then on a first come, first serve basis.
- 9) The use and rental of the Hall includes: Tables, chairs, coffee pots, and miscellaneous kitchen equipment. Tablecloths, napkins, place mats, food and drinks are not included. The use of other equipment including electronics requires permission of the pastor.
- 10) Hall keys can be picked up prior to the event by making arrangements with the parish office and must be returned promptly after the completion of the event.

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH : _____

PARISH is understood to include the Arch/Diocese of _____

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

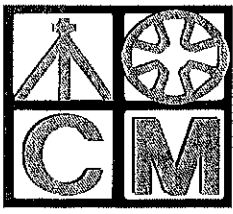
FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____
FACUSAG (5/01)



**CATHOLIC
MUTUAL
GROUP**

APPLICATION FOR SPECIAL EVENT COVERAGE
2018-2019

Form **MUST** be **DOWNLOADED** and **SAVED** before completing

NOTE: Catholic Mutual Group **MUST** receive the application at least **15 days** prior to the event. **DO NOT SUBMIT** application more than **6 months** before the event.

COVERAGE LIMIT: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability; \$500,000 Property Damage Liability. Coverage provided is per event; not per claim. **Submission of application does not bind coverage – ALL events are subject to approval.** Coverage is underwritten by Nationwide Mutual Insurance Company, policy number on file with C.M.G. Agency, Inc.

Return completed forms to mblock@catholicmutual.org and achallmoser@cdop.org or by fax: 309-671-1580

Location			Date event begins	Date event ends
Physical Address (NO PO Box)			Time event begins	Time event ends
City	Zip Code	Phone with Area Code	Type/Name of Event	
Location Email			If fundraiser please list the types of activities included	
Renter (Organization or individual requesting coverage)				
Contact person for event			Approximate # of Participants	Is this an OVERNIGHT event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address			Is food being SERVED ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is food being CATERED ? <input type="checkbox"/> Yes <input type="checkbox"/> No
City / State	Zip Code	Phone with Area Code:	CERTIFICATE provided by Caterer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is liquor being SERVED ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email – necessary to receive approval notification:			Is liquor being SOLD ? <input type="checkbox"/> Yes <input type="checkbox"/> No	CERTIFICATE with dram shop? <input type="checkbox"/> Yes <input type="checkbox"/> No
ADDITIONAL CHARGES WILL APPLY FOR: <ul style="list-style-type: none"> Events more than 3 days (charges to be determined) Inflatable amusement devices - \$100 per device applies Inflatable amusement devices MUST be pre-approved; pictures and description of each device is required. 			If SOLD – temporary liquor license obtained <input type="checkbox"/> Yes <input type="checkbox"/> No	
			MAKE CHECKS PAYABLE TO: DUNNE PROPERTY, N.F.P. \$100 per event \$125 per overnight events	
COVERAGE DOES NOT APPLY TO CERTAIN EVENTS, SUCH AS, BUT NOT LIMITED TO: <ul style="list-style-type: none"> Any Carnival Event Fireworks & Fireworks displays Events involving “BYOB” (bring your own bottle) Events involving pool or lake activities Organized sporting events, including tournaments & camps Events organized or operated by professional promoters/performers Events where a fee or admission is charged; unless all proceeds go to charity Amusement rides, including mechanically operated devices, trampolines, & rebounding devices. Events involving recreational vehicles Events with attendance of more than 1,000 people Rap/Hip-Hop/Alternative music (non-religious bands) Political Rallies 				

St.Mary's Hall
Clean up after using!

- 1) Take down all Decorations
- 2) Clean all tables and chairs with soap and water before putting away.
- 3) Clean kitchen dishes and all equipment before putting away.
- 4) Empty all trash and put in outside dumpster Northwest of hall.

Clean: Social Room

Restroom

Kitchen, Kitchenette and hallways

Cleaning supplies: Located in storage room North E of kitchen

- 1) Vacuum all carpeted area used.
 - 2) Sweep and mop all tiled floor areas
 - 3) Put tables in South West closet of social room
 - 4) Put chairs on carts in E closet of social room
- *If temperature of building was changed, please set back by pressing the button Run Program on the temperature control box.
- *MAKE SURE to shut off all lights and lock all doors.
- *Please remember not to smoke in the building

THANKS!!!