

## Holy Name Church – Parish Hall Policies

**Everyone should check with the parish secretary before using the parish hall and/or parish hall kitchen in order to avoid conflicts with scheduling.**

- Hall Rent:** \$25 for registered parishioners. Use of Kitchen is an additional \$25. (There is no charge for the kitchen if the meal is catered.) Hall Rent is \$50 for non-registered parishioners. Hall and kitchen rent is \$75 for non-registered parishioners. (Use of rooms for wedding preparation/dressing are free.) There is no charge for registered parish members celebrating wedding anniversaries. There is no hall rent for church related functions and funerals. A funeral, of course, takes precedence over other scheduled events. The hall is not available for showers or receptions to those entering an invalid marriage. (**Pastor's Policy regarding usage of hall for unlawful/invalid marriages:** The Church does not allow smoking inside of its buildings due to its harmful effects as cancer causing which can lead to death both for the smoker and for those around. Unlawful/invalid marriages also have harmful effects. It is recognized by the church to be a grave and mortal sin for a Catholic to enter into an unlawful/invalid marriage. All sin is social sin and unlawful/invalid marriages have a harmful effect on both the wedding party and the church body itself. Since we do not want to reward inappropriate behavior, rental of parish hall to celebrate unlawful and invalid marriages will not be accepted.)
- Food and Supplies:** Renters of the parish hall will be expected to bring all of their own food, drink (including coffee), condiments, and paper supplies for their event. Renters may use any of the washable/reusable items in the kitchen such as dishes, silverware, cups, glasses, pots & pans, etc.
- Cleanup:** Rental agreement assumes cleanup will be done by renter within 24 hours. Cleanup instructions are in the kitchen.
- Funeral:** The Funeral Committee will prepare the meal or lunch, serve it and clean up. It is the responsibility of the Chairperson of the Funeral Committee to call for volunteer food.
- Tablecloths:** If the tablecloths are used, the user is expected to wash them and return them ASAP.
- Alcohol Policy:** Alcoholic beverages are not allowed for non-Holy Name groups. Holy Name will not prohibit adult members-representing a Holy Name group/club/organization or committee from consuming alcoholic beverages at social gatherings on Holy Name grounds/hall but there can NEVER be an exchange of money (such as freewill). Only wine or beer is to be served. No hard liquor is allowed.

7. **Insurance Policy:** All non-parish sponsored events that involve the use of the building and grounds require a “Special Events Coverage” insurance plan through Catholic Mutual. The Diocese of Sioux City has established the following regulations regarding purchase of event insurance:

**Non-parishioners** that use parish facilities must file a special events form and will be required to pay a \$100 per event premium.

**Parishioners** that use parish facilities must file a special events form. There will be no charge for this coverage but a form must be filed. Examples of this might be baby showers, anniversary dinners, family reunions, wedding receptions, etc.

**Any group, even if they are parishioners,** using parish facilities for personal for-profit activities must file a special coverage form and will be required to pay the \$100 fee. Examples are: Pampered Chef, Mary Kay, Avon, Tastefully Simple, dealer renting the hall for an open house, etc.

**If the Parish is sponsoring an event,** (ie: Craft Show, The annual Fish Fry) this event will have coverage under the parish policy.

8. **Loaning of Church items:** Any St. Catherine Circle may use whatever it needs from the kitchen if it is for a wedding or church related event. The kitchen items are not to be loaned out for private events. No church decorations are to be loaned out. “Registered Parishioners” ONLY will be allowed to borrow and use tables and chairs for non-church related events. The new fiberglass tables from the social hall are not to be loaned out. The older metal tables from the basement may be loaned out. **Please contact the parish office to reserve ALL items you would like to borrow in case of a conflict with a function at the church.** A free-will donation will be accepted to help with replacement of worn tables and chairs. Special exceptions must be approved by the President of St. Catherine’s and the Pastor.
9. **NO SMOKING:** The church has a “NO SMOKING” policy in the church building.