

St. Mary – 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 rent charge 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. The family will be responsible for the leftover food and will provide their own containers. For large funerals, the family should help set up and take down tables and chairs. It is the responsibility of the Chairperson of the Funeral Committee to call the Circle Chairperson for volunteer food and work. If not enough food is volunteered, the Circle Chairperson should solicit salads, cakes, etc. from the Circle members. The main dish, rolls, coffee, butter, etc. are paid for by the family.
- Tablecloths:** Bonnie Gacke washes tablecloths at \$3 per cloth. Please get them to her the same day. They are stored in the first grade classroom.
- Alcohol Policy:** Alcoholic beverages are not allowed for non-parish groups. St. Mary will not prohibit adult members-representing a St. Mary group/club/organization or committee from consuming alcoholic beverages at social gatherings on St. Mary 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. (CONTINUED on back of this sheet)

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. Even though there is no charge for registered parishioners celebrating wedding anniversaries, a special events form must be completed.

Any group, even if they are parishioners, using parish facilities for personal for-profit activities must file a special event 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 Altar Society Circle may use whatever it needs from the kitchen if it is for a wedding or church related function. The kitchen items are not to be loaned out for private events. No church decorations are to be loaned out. Parishioners and the city may borrow tables and chairs at the priest’s discretion. **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.**
9. **NO SMOKING:** The church has a “NO SMOKING” policy in the church building.

IMPORTANT NOTE:

Anyone who has an event and plans to use the parish hall and/or kitchen facilities needs to keep a few things in mind. When you plan your event, make sure you include everything in your planning. i.e. Don't just plan the menu, think about what you'll need to serve also. You need to include your own paper products and coffee. There are some supplies in the pantry, but these are for back-up use. NOT your primary use. If you do end up using the supplies in the pantry, PLEASE re-stock before the next weekend so there's always something there for the next person. Likewise, everyone should have their own dish towels/cloths. If you use the ones in the kitchen, wash and return BEFORE the next weekend so the next person has something to count on too. Also, anyone using the facility, for ANY event, is to leave the kitchen as they found it. If you find it necessary to use the big coffee pot, make sure you have followed the directions and washed it out properly. If your group isn't a large group, use the smaller coffee pots that are there. Our equipment will last much longer if everyone who uses it also takes care of it properly. Thanks so much.

St. Mary's Altar Society