

## **Rental Policy for Mary, Mother of the Church Parish Hall and Religious Education Center**

Our Parish Hall and Religious Education Center was built to serve the mission of Jesus Christ as lived at Mary, Mother of the Church Parish. Accordingly, scheduling priority for the Parish Hall and Religious Education Center is given to Mary, Mother of the Church Parish events, organizations, and registered parishioner requests.

Parish events and activities which are sponsored by the parish and parish organizations do not require rental agreements, but should be scheduled through the parish office as soon as dates are known.

Priority of use:

- A. Parish Events and Parish Organizations of Mary, Mother of the Church, including funeral luncheons. The Pastor must give prior approval to designate an event a "Parish Event."
- B. Registered parishioners of Mary, Mother of the Church
- C. Diocese of La Crosse and its organizations (i.e. as named in the Official Catholic Directory or Wisconsin Pastoral Handbook)
- D. Not-for-Profit organizations with missions that agree with Catholic teaching
- E. Others/Commercial with missions that agree with Catholic teaching

Usage of the Parish Hall and Religious Education Center does NOT include usage or access to the Church worship area unless specific pre-arrangements are made. Any entrance to the Church should be limited to personal reflection or prayer. Use of any furnishings, equipment or musical instruments in the Church is NOT permitted.

The grand piano in the Church may not be moved or used.

The Parish Hall is NOT available for Saturday afternoon wedding receptions due to regular parish use on weekends (i.e. 4:00 PM Mass). Other days **may** be considered but in all instances the event must conclude by 10:00 PM.

There is **NO SMOKING** allowed in the building or on the grounds.

Decorations in the Parish Hall are to be confined to tabletop or freestanding decorations such as easels. **No attachments to the walls or ceilings will be allowed.** Tall, taper candles are not allowed unless they are fully contained in a glass hurricane. Vigil light or tea-light candles that are fully enclosed in a glass holder are permitted.

Please monitor children at all times. The lower level of the Religious Education Center and the elevator is off limits unless rented.

Use of the kitchen equipment for an on-site prepared meal is limited to authorized parishioners and members of parish organizations (e.g. Men's Club, PCCW, Chicken-Que, funeral luncheons, etc.). For all other events only a professional caterer – to be approved by the parish – may use designated kitchen equipment for warming, holding, and serving prepared food (i.e. warming/holding oven, upright refrigerator, walk-in refrigerator, upright freezer, chafing/serving dishes, sinks). For additional fees, separate arrangements may be made for the use of other kitchen equipment (i.e. stove, ovens, fryers, dishwasher), and/or dishes and silverware.

Those reserving the Parish Hall and/or Religious Education Center for events may bring in sweet rolls, finger food, box lunches, disposable tableware, coffee, beverages, disposable cups, etc. When bringing refreshments, please leave all serving areas clean and take all leftover food when leaving. Please do not leave any leftover food in the kitchen, hall, or meeting rooms.

The tables and chairs will be pre-setup based on your anticipated number of attendees. Maximum seating is 8 chairs at a round table.

Please do not rearrange the servicing area setup. Serving tables with food and liquid dispensers will be allowed only in designated areas.

The TV monitors and sound system may be used at no additional charge. However, we need to know one week in advance in order to have the system ready for your use. If a slideshow or power point is to be shown on the TV monitors, the renter must provide a laptop with a HDMI port and a HDMI cable for connection to the system.

As part of the rental agreement, Mary, Mother of the Church Parish will provide an “attendant” for the event. The attendant will be familiar with the general operation of the Parish Hall and Religious Education Center areas. The attendant will also be acquainted with the kitchen area and the use of that equipment. The attendant will be available to help in the event of a facility problem or to seek assistance if necessary.

Ingress and egress to the Parish Hall and Religious Education Center should be through the main, west entrance or the east side entrance off 21<sup>st</sup> Street. Entrance and exit should **not** be through the Church.

The parish attendant will lock the building at the conclusion of your event based on the time given in the rental agreement. **No event may continue past 10:00 PM.**

Maximum banquet seating capacity with tables and chairs in the Parish Hall is 288 persons. Seating capacity for classrooms in the Religious Education Center is 25. Seating capacity in the Conference Room is 50 (i.e. Classrooms “A” and “B” with the center partition open).

All renters in Category B, C, D and E (below) must complete the attached forms:

1. Reservation and Rental Agreement
2. Insurance Form: (Sample form is attached.)
  - a. Application for Special Events Insurance Coverage to be issued by Catholic Mutual Insurance (\$95 per event). Application may be made through the parish. The Application for Special Events coverage must be received by the insurance carrier at least 45 days prior to the event and cannot be submitted more than 6 months in advance of the event, OR
  - b. A Certificate of Insurance in the amount of \$1,000,000 naming “Mary, Mother of the Church Parish; the Diocese of La Crosse; and Bishop William P. Callahan” as additional insureds may be obtained from your own insurer. The Certificate of Insurance must be received by the parish 30 days prior to the event.

If alcoholic beverages of any type are to be **sold**, special liquor liability insurance must be secured naming “Mary, Mother of the Church Parish, Diocese of La Crosse, and Bishop William P. Callahan” as additional insureds. Liquor liability insurance may be obtained through Catholic Mutual Insurance for a fee to be determined by the insurance carrier upon receipt of the liquor liability application.

Alternately, liquor liability insurance may be obtained from your own insurer. A Certificate of Insurance in the amount of \$1,000,000 naming “Mary, Mother of the Church Parish; the Diocese of La Crosse; and Bishop William P. Callahan” as additional insureds must be presented to the parish 30 days prior to the event or alcohol may not be sold.

The tenant in the Rental Agreement is responsible for reporting to the parish attendant any damage to the facility (e.g. spillage, damage to restrooms, furnishings, etc.) at the time the damage occurs. The tenant is responsible for any expense incurred as a result of repairs or cleaning pursuant to such damage.

Mary, Mother of the Church Parish is not responsible for items that are lost, stolen, or left after the event. Items left will be disposed the next day.

**Those who rent the facility are responsible for cleaning**, including wiping all tables and surfaces, picking up all trash, and vacuuming floors. The parish attendant will offer information for trash containers, liners, cleaning supplies and equipment as they are needed. All items brought into the facility such as decorations, photographs, signs, cake and other leftover food must be removed at the end of the event, not on the following morning. Items left will be disposed the next day.

The use of the Parish Hall and Religious Education Center requires a Building Rental Fee to be paid in advance at the time of booking the facility and Special Events insurance certificate (except funeral and baptism luncheons). The Rental Fee is based on the priority use schedule and will be as follows:

Priority of Use and Rental Fees:

- A. Parish Events and Parish Organizations of Mary, Mother of the Church (including funeral and baptismal luncheons). For Category “A”, there are no fees, additional insurance, or special forms required.
- B. Registered parishioners of Mary, Mother of the Church
- C. Diocese of La Crosse and Catholic organizations (i.e. as named in the Official Catholic Directory or Wisconsin Pastoral Handbook)
- D. Not-for-Profit organizations with missions that agree with Catholic teaching
- E. Others/Commercial with missions that agree with Catholic teaching

Category:	A	B	C	D	E
Parish Hall Rental Fee*.....	\$0	\$100	\$300	\$500	\$700
Religious Education Center Rental Fee*	0	100	300	500	700
Coffee Service.....	0	25	50	100	100
Use of Kitchen Equipment** .....	0	50	100	200	200
Use of Dishes and Silverware** .....	0	50	100	200	200

\*Rental Fee covers utilities and parish attendant for 4 hours. Any time over 4 hours is an additional \$40 per hour (any partial hour is considered a whole hour). A grace period of up to 1 hour for preparation and set-up prior to a scheduled event is permitted at no additional charge. Likewise, a 1-hour grace period for clean-up time after an event is scheduled to end will be allowed.

\*\*A professional caterer – to be approved by the parish – may use designated kitchen equipment for warming, holding, and serving prepared food (i.e. warming/holding oven, upright refrigerator, walk-in refrigerator, upright freezer, chafing/serving dishes, sinks). For additional fees, separate arrangements may be made for the use of other kitchen equipment (i.e. stove, ovens, fryers, dishwasher), and/or dishes, and silverware.

**The Rental Fee secures the Parish Hall and/or Religious Education Center.** The user is expected to clean the Parish Hall and/or Religious Education Center after use and return it in good order. If the parish must clean the room or replace tables or chairs or equipment, the cost of repair or replacement will be assessed and all damaged items billed. Cleaning will be charged at the rate of \$40 per hour. Repair or replacement will be charged at the actual cost. The final bill is due within 30 days.

Cancellation of the reserved date must be 30 days in advance of the reserved date. If the parish is able to rent the hall for the original reserved date the rental fee will be refunded, otherwise no refund will be made.

(Rev. 03/4/2022)