

**Rental Policy for Mary, Mother of the Church
Parish Hall and Religious Education Center
Effective July 1, 2018 – June 30, 2019**

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.

Priority of use:

- A. Parish Events and Parish Organizations of Mary, Mother of the Church (includes funeral luncheons and baptism luncheons)
- 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

*At this time we do not have availability for this rental category (Others/Commercial) due to the number of requests already received for reservations.

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 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.

Use of the kitchen equipment for an on-site prepared meal is limited to authorized members of parish organizations (e.g. Men's Club, PCCW, Chicken-Que, funeral luncheons, etc.). For all other events only a 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, 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, walk-in refrigerator, dishwasher), and/or dishes, and silverware.

Those reserving the Parish Hall and/or Religious Education Center for meetings may bring in rolls, finger food, box lunches, etc. Coffee and juice may be brought in or, for a fee, arrangements may be made for coffee service through the parish office. 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. Please do not rearrange the servicing area setup. Serving tables with food and liquid dispensers will be allowed only in designated areas.

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 21st 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 must complete the attached forms:

1. Rental Agreement
2. Reservation Form
3. Insurance Form: (Sample forms are attached.)
 - a. Diocese of La Crosse Adult Hold Harmless/Indemnity Agreement, **OR**
 - b. Facility Usage/Indemnity Agreement **and** Certificate of Insurance Form naming "Mary, Mother of the Church Parish; the Diocese of La Crosse; and Bishop William P. Callahan" as additional insureds, **OR**
 - c. Application for Special Events Coverage insurance (Cost is \$95 per event). The Application for Special Events coverage must be received by the insurance carrier at least 30 days prior to the event and cannot be submitted more than 6 months in advance of the event.

If alcoholic beverages (of any type) are to be served or 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. A copy of the Certificate of Insurance must be presented to the parish two weeks prior to the event or alcohol may not be served.

The tenant in the Rental Agreement is responsible for reporting any damage to the facility (e.g. spillage, damage to restrooms, etc.) to the Mary, Mother of the Church parish attendant on the premises. The tenant is responsible for any expense incurred as a result of repairs pursuant to such damage.

Mary, Mother of the Church Parish is not responsible for items that are lost, stolen, or left after the event.

Those who rent the facility are responsible for cleaning, including wiping all tables and surfaces and picking up all trash. The parish attendant will offer information for trash containers and cleaning supplies 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.

The use of the Parish Hall and Religious Education Center requires a Building Rental Fee and a Security Deposit to be paid in advance at the time of booking the facility. 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 luncheons and baptism luncheons). For Category "A", there are no fees 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)
- D. Not-for-Profit organizations with missions that agree with Catholic teaching

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

*Rental Fee covers utilities and parish attendant for 4 hours. Any time over 4 hours is an additional \$25 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. However, clean-up time after an event is scheduled to end will incur the additional charge.

**A 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, 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, walk-in refrigerator, dishwasher), and/or dishes, and silverware.

The **Security Deposit** rate is the same as the Rental Fee. The Security Deposit is for possible damage or clean-up costs after the event. 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 against the deposit sum. If the repair or replacement is greater than the deposit, the renter is responsible for the excess. If the rented space and items are returned in good order the security deposit will be returned to the renter within two weeks of the event.

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 security deposit will be refunded, otherwise no refund will be made.