

Parish Hall Rental Policy

I. PARISH HALL COMMITTEE

The Parish Hall Committee shall include the Parish Secretary, Parish Business Manager, Pastor, a member of the Parish Pastoral Council and/or approved designee.

The Parish Secretary or approved designee shall be the contact person for booking, rental, fees, and contract signing.

The Parish Hall Rental Policy may be amended at any time by a majority vote of the Parish Council present at any regular or called meeting.

II. RENTAL AND USE OF THE PARISH HALL

Activities of the Parish will take priority reserving the use of the Parish Hall. However, there may be priorities such as weddings and major Parish activities that will require re-scheduling of regularly scheduled meetings and activities of Parish organizations. Reservations for weddings and major Parish/Archdiocese activities are confirmed at the earliest possible time to obtain a specific date.

Hall rental is handled through the Parish Office.

Viewing the hall and finding out about locking up the church can be arranged about a week before the event.

Availability will be determined by the calendar of events already scheduled. In the event of a scheduling conflict, the judgment of the Parish Hall Committee and/or the Pastor will prevail.

Reservations must be made with the Parish Office Administrator or approved designee.

Reservations made more than 60 days prior to the event are considered to be confirmed when the deposit is received and one-half of the total rental contract amount is paid and the rental agreement is signed.

Reservations made less than 60 days prior to the event are considered to be confirmed when the total rental contract amount is paid and the rental agreement is signed.

Each group using the facility will assume responsibility for the facility during their usage time in accordance with the requirements of this document and guidelines posted in the facility.

Individual/Organization Responsibility for Guests - The Individual/Organization sponsoring the event is responsible for the actions of each guest present. Any damage or violation as a result of your guests will result in Individual/Organization being billed for repair and/or penalized from future use of the Parish Hall.

Parishioners are not permitted to rent the parish hall for work/company functions at the "parishioner rates".

Private or organizational functions must furnish your own supplies, including but not limited to all paper goods and supplies: coffee, tea, napkins, plates, etc.

Audio/Visual Equipment: Parish Audio/Visual equipment is not included in the room rental agreements. However, use of the sound system integrated into the Parish Hall will be considered to be included in the Hall agreement. Notice of intention to use the sound system and/or parish audio/visual equipment must be given to the parish seven days prior to the function and approved by the Parish Hall Committee and/or the Pastor.

The entire building is Smoke Free. There is no smoking anywhere in the building.

Capacity: The maximum capacity of Pollard Hall shall be three hundred and fifty people (250 with a dance floor, 300 with no dance floor, 350 - auditorium style seating).

III. KITCHEN USE

If permission is given to use the kitchen equipment, please see that it is returned to its proper place, clean and dry as explained in the Parish Hall Clean up requirements.

Thermostats, lights, exhaust fans, parking lot lights, ovens, stoves, should be turned off, bathrooms should be checked for running water, lights, etc.

If renter needs to use the large refrigerator, arrangements need to be made to turn it on and off.

IV. CLEAN UP AND DAMAGES

The renter is responsible for any and all damages, messes, and condition of the hall and should be present at all times, especially to inspect the condition of the hall upon completion.

Rental rates do not include clean up. Renters are responsible for the condition of the hall including: garbage removal, sweeping and mopping of the floor, returning tables and chairs to original places, wiping tables off, etc. All clean-up.

Cleaning deposits and rental fees are due when this policy is signed and turned into the parish office. Viewing the hall and finding out about locking up the church can be arranged about a week before the event.

Clean up instructions and lists to help you find equipment, etc., are posted in the parish hall kitchen, near the door.

Charges Against Deposit Should the Parish Hall be left in unsatisfactory condition, the Individual/Organization is responsible for any costs incurred to return the Parish Hall to satisfactory condition as determined by the Committee and/or the Pastor. These costs may include, but are not limited to, extensive cleaning or repairs. Any amount owed after applying security deposit must be paid within 10 days of notification. (Specific costs of repairs and staff time will be documented and forwarded with billing for additional costs.)

V. RENTAL FEES FOR THE PARISH HALL

Checks should be made out to: Our Lady of Lourdes Church

	Parishioners Fee/deposit	Others Fee/deposit
Friday thru Sunday, Large Groups, over 50	\$250.00/\$100.00	\$450.00/\$100.00
Friday thru Sunday, Showers/Small Groups under 50	\$100.00/\$100.00	\$200.00/\$100.00
Monday thru Thursday, Large Groups, over 50	\$100.00/\$100.00	\$250.00/\$100.00
Monday thru Thursday, Small Groups, under 50	\$50.00/\$100.00	\$100.00/\$100.00
Friday thru Sunday, Charitable Organizations	\$200.00/\$100.00	
Monday thru Thursday, Charitable Organizations	\$100.00/\$100.00	

A security deposit of \$150.00 will be charged for each event. The security deposit is due at the time the reservation is made. The deposit will be refunded in full within two weeks of the event if there are no charges against security deposit.

Cleaning deposits and rental fees are due when this policy is signed and turned into the parish office.

VI. INSURANCE REQUIREMENTS

If an individual is renting the hall, insurance can be purchased through the Archdiocese of Newark for \$75.00, in addition to the fee listed above. Purchase of said insurance through our archdiocese must be done at least 4 weeks prior to the event. **Check**

should be made out to: RCAN – Special Event Insurance, and turned into the Parish Office with this signed agreement.

Liquor Policy Requirements

When alcohol is to be served, \$1,000,000.00 Liability Insurance is required.

All civil obligations concerning liquor license must be fulfilled and copies filed with the parish office 2 weeks prior to the event.

For groups and organizations: if your insurance company will cover the \$1,000,000.00 Liability Insurance for Liquor, the completed waiver form from your insurance company needs to be on file in the parish office at least a week before the event.

VIII. PARISH HALL CLEAN UP REQUIREMENTS

The Individual/Organization who is renting the facility is responsible for the following clean up procedures. Failure to comply with requirements will result in forfeiture of security deposit and possibly a charge for clean up and / or refusal if the use the parish hall in the future.

General Rules:

- All trash put in the dumpster. This includes trash from trash cans located in restroom areas used during the event. The dumpster is located outside behind Pollard Hall.
- Any Dishes and cooking utensils that were used must be washed, dried and left neatly on counter.
- Sinks must be cleaned.
- Any Kitchen appliances and equipment that was used should be cleaned.
- Wipe down all counters and work surfaces.
- All decorations and props used must be removed immediately. The parish is not responsible for decorations, etc. left after the function.
- All tables and chairs should be folded and moved against the walls, unless instructed otherwise.
- The kitchen floor should be swept and a damp mop used to clean any spots.

- Do not leave food in the refrigerator. Arrangements should be made prior to the event for any leftovers to be distributed. (Whether to Outreach or other organization)
- Any item (whether it be food, dishes or decorations) left in the Parish Hall will be disposed of unless clearly marked.
- The inventory in the Parish Hall supply room (such as napkins, coffee supplies, paper products, etc.) is for Parish sponsored functions only. Individual Events are responsible for supplying their event with the items necessary for hosting the event.
- The Parish Hall should be left in satisfactory condition. Satisfactory condition means in the same condition in which it was found upon your entry.

IX. GENERAL

Our Lady of Lourdes Parish reserves the right to refuse to rent and/or usage of the Parish Hall to any person(s), group(s), or organization(s).

All fire and safety regulations must be strictly adhered to.

I agree to and will abide by all items within the Parish Hall Rental Policy.