

Sts. Peter and Paul Church Hall Use Policy

AVAILABILITY

- Ss. Peter and Paul church hall may be available for all community groups who are not for profit and not antithetical to our ideals/values as a church.
- First priority for scheduling will always be given to Ss. Peter and Paul events.
- For non-parish sponsored events, rooms can be reserved **only one month in advance (six months for weddings)**. Unfortunately, our facilities are inadequate to sponsor activities that meet on an ongoing basis.

INSURANCE

Whenever an individual uses parish facilities there is additional liability exposure to the church, archdiocese and those using the facility. To minimize added risk, third party special events coverage is needed.

Events that do NOT require special events coverage:

1. parish sponsored events*
2. non-parish sponsored events with fewer than 30 persons and no alcohol served
3. baptismal receptions with no alcohol served, regardless of number of persons attending
4. First Communion receptions with no alcohol served, regardless of number of persons attending
5. Confirmation receptions with no alcohol served, regardless of number of persons attending

*The criteria to determine if an event is parish sponsored:

1. Does the parish have full control or final decision making authority over the function?
 2. Do fees associated with the function flow through parish accounts?
 3. Is the function open to all parish members?
 4. Is the purpose of the function to facilitate learning, raise funds for the parish or to provide a social service for the parish?
 5. Is the organizer or leader of the function a parish employee or volunteer?
- If the answer to any of the above questions is "no" the activity is not parish sponsored.

For Events which do REQUIRE Special Events Coverage, an application must be completed 15 days before the event. There is no charge for the insurance.

MAKING A RESERVATION

In order to make a reservation, groups must:

- meet with assigned parish representative and complete application and forms
- Sign liability waiver and apply for special events coverage if needed
- make a deposit (*refundable if facilities are left in clean and orderly condition*).
- contribute a free will offering to the church for the event.

Deposit guidelines:

Up to 50 guests	\$ 50.00
51-100 guests	\$100.00
100+	\$150.00

Suggested Free Will Offering (contribution to the church for the use of its facilities) is one dollar per person.

USAGE GUIDELINES

- Events may only be scheduled between 8:00 am and 11:30 pm seven days a week. Clean up must be completed by midnight on the day of the event.
- Parking is unavailable and use of entrances are limited during Mass times. Please be aware of the Ss. Peter and Paul liturgy and religious education schedule:

Sunday	8:30 AM
Wednesday	6:30 – 8:30
- **The use and service of alcoholic beverages is not allowed by non-parish groups without the prior approval of the Pastor.**
- Your group's activities are limited to the church hall.
- Candles are not allow to be used in the church hall.
- Kitchen may be used for simple heating of food and serving. No food preparation is allowed without prior arrangement.
- All decorating, activities, and cleanup must be completed during the time reserved.
- Tables, chairs, and other equipment are available for your use which you can arrange to suit your needs. Tables and chairs should never be taken from other rooms/areas with prior approval. You must set the room back up when you are finished with your event in the way you found it.
- **Clean-up includes:**
 - bagging and removing all garbage from the premises.
 - leftover food must be removed.
 - wipe off table tops & kitchen counters after use.
 - check restrooms for garbage, overflows, stopped toilets, etc.
 - turn off lights
 - any items used from the kitchen are returned to their proper place CLEAN
 - if kitchen was used, make sure spills on floor are all cleaned up

.... Basically leaving the area like you found it or better.