



## PARISH FACILITIES & EQUIPMENT

### RENTAL POLICY

#### I. ORGANIZATIONS & PERSONS ELIGIBLE TO USE OR RENT THE FACILITIES

**PARISH ORGANIZATIONS:** This includes all groups or organizations officially established by Prince of Peace Parish and St. Mary of the Woods Chapel (to also be called POP/SMWC) or affiliated organizations supported by parish ministries.

**POP/SMWC:** Available to active, contributing members of Prince of Peace Parish and St. Mary of the Woods Chapel whom have been registered for more than one year. Permitted Events for Parishioner Rental include receptions for wedding, anniversaries, birthdays, similar celebrations or others with the approval of the Pastor. The parish charges a security deposit and a *reduced* rental fee. It also requires a liability waiver or liability insurance. Inquiries regarding the availability of parish facilities should be addressed to the Parish Office Administrative Assistant with the understanding that approval is subject to the review of the pastor.

**OTHER EVENTS:** Prince of Peace Parish and St. Mary of the Woods Chapel Parish wishes to be supportive of the local community. As such, its facilities may be available for use by the community on an "as available" basis. The parish charges a security deposit and rental fee and requires a liability waiver or liability insurance. Inquiries regarding the availability of parish facilities should be addressed to the Parish Office Administrative Assistant with the understanding that approval is subject to the review of the pastor.

#### II. PERIODS AND HOURS OF USE:

- Weekday periods: Monday through Thursday 8:30AM to 8:00PM
  - Priority is given to faith formation, church organizations, weddings and funeral luncheons
- Weekend periods: Friday and Saturday
  - Friday 8:00AM to 1:00AM Saturday.
  - Music/entertainment and bar are to close at 11:30PM. Guests to leave by 12:00AM allowing time for cleaning and vacating by 1:00AM.
  - Saturday: 8:00AM to 1:00AM Sunday.
    - Music/entertainment and bar are to close at 11:30PM. Guests to leave by 12:00AM allowing time for cleaning and vacating by 1:00AM.
  - Sunday: 2:00PM to 8:00PM.
  - Set-up and cleanup must take place during this time period.
- For weekend use: Make an appointment the week prior the event with the parish office for cleaning and maintenance information (ex: where to empty trash, cleaning supplies, how to unlock and lock doors, etc.)
- Talk to the Parish Office before 2:00PM on Thursday for entry code/key to get into building
- No Rentals will be scheduled on Holidays and/or Holy Days except on a limited basis.

### III. SCHEDULING THE FACILITY

- Contact the Parish Office Administrative Assistant to check for date availability. If the date is available you should make an appointment to review the rental agreement and make the required deposit.
- Reservations for using any facility of the Parish are made with the Parish Office Administrative Assistant. Non parish sponsored events will not be scheduled more than 6 months prior to the event.
- Scheduling priority is based on Parish Worship, Faith Formation, and parish ministry needs. Scheduling will be coordinated by the Parish Office Administrative Assistant.
- A copy of the Rental Agreement will be provided to the renter.
- A reservation is confirmed when the signed and dated rental agreement form and security deposit are received.
- Final balance of the rental fee must be received by the Parish Office Administrative Assistant no later than two weeks prior to the scheduled event.
- A Special Events Insurance Policy through Michigan Catholic Conference is mandatory when a non-sponsored parish group (i.e. graduation party, wedding reception, etc.) is hosting a function. This special events policy is required for **each day** of the event. The parish office will provide the necessary paperwork for the insurance policy.

### IV. ALCOHOL AND CATERERS

- If alcohol is being sold or any charge whatsoever, including entrance charge, is made to gain admission to an event where the selling, serving or furnishing of alcoholic beverages will take place, a special liquor license must be obtained through the Michigan Liquor Control Commission - Licensing and Enforcement Division or local police department. A copy must be on file at the Parish Office at least one week prior to the event.
- **NO** alcoholic beverages may be served to minors. Violations may result in immediate termination of the building use. Alcoholic beverages are permitted only if the bar is serviced by a bartender who is not a family member. Bartenders are hired by the rental party and must be certified by the State of Michigan. (names, addresses and phone numbers of state certified bartenders are available upon request at the Parish Office) ***The renter is responsible for the conduct of the guests.*** We reserve the right to address disorderly conduct. If the situation is not resolved, those involved will be asked to leave the premises and or losing any security deposit.
- **NO Alcoholic beverages are permitted outside of the facility rented. NO Alcoholic beverages are permitted in the parking/and or designated smoking areas. Guests are NOT allowed to B.Y.O.B. Failure to abide by these rules may result in shutting down your event!**
- In no instance should a bartender be allowed to drink alcoholic beverages.
- Drinks should be measured appropriately, i.e.: mixed drinks should not contain no more than 1 ½ ounces of distilled 80 proof spirits; wine limited to 5 oz. glasses, beer served in 12oz. containers.
- Caterers must comply with the requirements of the State Health Department.
- Make sure that there are plenty of non-alcoholic beverages available.
- Safe Transportation should be promoted by providing transportation alternatives to driving for the
- Intoxicated individual.

### V. Liability of Rental Party

The rental party as well as its agents, employees and assignees shall indemnify and hold harmless POP/SMWC, as well as its agents, employees and assignees, from any claim, demand or liability of any party arising from any act or omission of such rental party relating to the rental or use of the Facilities under this policy causing any such claim, demand or liability. Further such rental party shall release POP/SMWC from any claim or liability that it now has or may have against POP/SMWC, its agents, employees and assignees, as a result of using or renting the Facilities under this Rental Policy.

## VI. SET-UP AND CLEAN-UP OF ALL PARISH FACILITIES

- a. Tables and chairs are set up by the rental party. **The rental party is responsible for returning the room to the condition in which it was found.** This includes bagging trash and placing in dumpster, wiping tables and chairs and cleanup of any spills or material on the floor.
- b. Clean up will be done immediately after the activity has finished.(see clean up rules complete clean up instructions)
- c. In some cases (*with proper approval*) set-up may take place ½ day prior to the event with no additional rental fee.
- d. Wedding Rehearsal Dinners being held at the parish hall during/after “set-up” will be required to purchase an additional Liability Insurance Policy for \$100.00. A reduced rental fee of \$50.00 will also be charged. Renters MUST notify the Parish Office at least 2 weeks in advance if the hall will be used for a rehearsal dinner.

## VII. RENTER RESPONSIBILITIES

- a. Both facilities are a tobacco free facility. Smoking is permitted outside the Parish Hall in a designated area. A container for discarded items should be used for your guests. Failure to do so may result in a forfeiture of some or all of the deposit.
- b. The rental party is to remain in the room rented. Rental of one room does not give rental party access to other areas of the parish. The restrooms are for common usage regardless of different activities that may be taking place at the same time. All requesting groups are responsible for leaving the restrooms in clean condition.
- c. If your rental includes the Community Room (106) which is used as the bride’s room, there is to be no food or beverage other than bottled water. Snacks and beverages can be set up in Fr. Schafer Hall outside the back Community Room door. Do not use nail polish or remover in this room.
- d. The rental party is responsible for all clean up, including the kitchen (if used) and restrooms, equipment and trash removal. All beverage containers and bar supplies are to be removed from the building the day of the rental.(see clean up rules complete clean up instructions)
- e. Observe all safety and fire protection rules in the kitchen.
- f. Preventing and controlling any unruly or disruptive guests and the removal from the premises of any disruptive or unruly guests.
- g. Vacating rented rooms at the appointed hour or by 1:00AM.
- h. Music/entertainment and bar are to close at 11:30PM, allowing time for cleaning and vacating the premises by 1:00AM closing time.
- i. No **RED** beverages. No Jello/Pudding Shots
- j. All beverages and food are to remain in the Hall proper. No food or beverages are to be brought outside or in the hallway. The renter assumes responsibility for any beverage served to minors, over-indulgence or damage to the premises.
- k. No-one other than the licensed bartender is allowed behind the bar.

- l. Ensure that exit doors are not blocked by tables, chairs, decorations or other things.
- m. Prince of Peace Parish and St. Mary of the Woods Chapel assumes no responsibility for any lost, stolen or damaged articles in the use or rental of any parish facility.
- n. The rental party assumes all liability for damage and agrees to make prompt restitution for any damages that occur during the use of the facility which exceed the amount of their deposit.
- o. Report all personal injuries or accidents immediately to the Parish Office.
- p. All personal belongings and equipment must be removed from the facility at the end of the event unless prior arrangements have been made with the Parish Office.

**VIII. DECORATIONS**

- a. Decorations that require nails, tacks, tape putty, etc. on walls or ceiling are not permitted. Magnets are allowed. Do not disturb ceiling tiles.
- b. Decorations or equipment may not cover the heating or cooling controls, vents or exit doors.
- c. Rental party is responsible for bringing their own table coverings. If tape is used to secure table coverings, the renter is responsible for removal. No confetti, glitter rice or other small messy material may be used on tables, etc.
- d. Extension cords must be covered with painters tape.
- e. Candles must be contained in glass containers and never left unattended while lit.

**IX. RENTAL FEES (SUBJECT TO CHANGE)**

- a. *Saint Mary Parish Facilities & Equipment Rental Policies and Fees are subject to change.*

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Facility	Guest Count	Parishioner Rent	Non-Parishioner Rent	Liability Insurance	Security Deposit
1-25 Hall/classroom	1-25	\$0	\$50	TBD	0-\$50
Parish Hall/classroom	25- 100	\$50.00	\$100.00	TBD *	0-\$50
Parish Hall	101-150	\$150.00	\$300.00	TBD	\$100.00
Parish Hall	151 -200	\$250.00	\$450.00	100	\$250.00
Parish Hall	200 +	See Below	See Below	100	\$250.00
Parish Hall Max Capacity 299	Wedding Reception** 200+	\$450.00	\$650.00	\$100.00	\$450.00

TBD\* To Be Determined

*\*\*Wedding Rehearsal Dinners being held at the parish hall during/after "set-up" will be required to purchase an additional Liability Insurance Policy for \$100.00. A reduced rental fee of \$50.00 will also be charged. Renters MUST notify the Parish Office at least 2 weeks in advance if the hall will be used for a rehearsal dinner.*

**Certified Bartender List We require any alcoholic must be served by a trained certified bartender.** Friends and/or family members can become trained by attending a class. Class information can be obtained by calling the Muskegon County Sheriff's Department.



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## **PRINCE OF PEACE PARISH / ST MARY OF THE WOODS CHAPEL AFTER EVENT CHECK LIST**

Prince of Peace Parish and St. Mary of the Woods Chapel will supply proper cleaning supplies and paper towel for your use. Supplies for Prince of Peace are in the kitchen and pantry area. Supplies at St. Mary of the Woods are in the closet next to the drinking fountain or in the kitchen. Please complete the check list, sign and leave in kitchen. A check for your security deposit will be mailed back to you after approval from business manager.

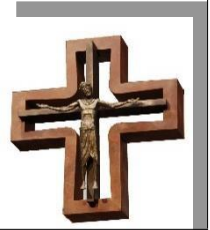
### **I. CLEAN-UP PROCEDURES**

- Proper clean-up of coffee makers, pitchers, pans, and any dishes used - wash, air dry and put away.
- Wash off/sanitize all countertops, tables and food preparation areas.
- Proper clean-up of sinks and sink drains.
- Proper clean-up of dishwasher and drain. (If needed we can get a dishwasher at an additional fee.)
- Proper clean-up of stoves, ovens and warming units. Wipe all spills.
- Remove any of your leftover items from the refrigerator and wipe down.
- Garbage from any rented space (kitchen, family center, restrooms) must be in plastic can liners (provided), tied and deposited in the parish garbage dumpster behind the doors outside the kitchen door. Remove all empty beverage containers from the premises.
- Tables and chairs must be wiped down with disinfectant spray (provided).
- Clean-up of spills and/or materials from the floor.
- Remove all decorations.

### **II. FINAL INSPECTIONS**

- Report any damage to the Parish Office.
- Make sure the stove and oven and exhaust hoods are turned off.
- Unplug all electrical equipment used (with the exception of the Bunn Coffe Maker).
- Check all restrooms/stalls to see that they are in proper order (flush toilets, pick up paper).
- Turn off all lights in hall proper.
- All doors and windows must be checked and locked prior to leaving.
- Any articles, food, etc. left at Prince of Peace Parish and St. Mary of the Woods will not be the responsibility of Prince of Peace Parish and St. Mary of the Woods and will be disposed of and billed for the clean-up.
- In general, the facilities are to be left in the same condition or better than they were found. Any excessive cleaning that needs to be done by the Parish Maintenance Staff or repairs will result in a \$50.00 per hour charge that will be deducted from the security deposit or billed to the renter. The renter is responsible for any/all damages and repairs.

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- I have completed the clean-up procedures and final inspections.
  - Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  - Please complete the check list, sign and leave in kitchen. A check for your security deposit will be mailed back to you after approval from business manager.



## FACILITIES RENTAL AGREEMENT & Payment Information

TYPE OF EVENT: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

RENTAL AREA: \_\_\_\_\_ ROOM CAPACITY: \_\_\_\_\_

IS ALCOHOL BEING SERVED? Yes / No      BARTENDER CERTIFICATE ON FILE Yes / No

IS FOOD BEING SERVED? Yes / No

EVENT DATE: \_\_\_\_\_ TIME PERIOD: \_\_\_\_\_ to \_\_\_\_\_

DESIRED SET-UP TIME \_\_\_\_\_

LICENSEE/RESPONSIBLE PERSON: \_\_\_\_\_

ACTIVE PARISHIONER OF Prince of Peace or St. Mary of the Woods? Yes / No ENVELOPE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: HOME: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_

HOLD HARMLESS AGREEMENT SIGNED? Yes / No MCC INSURANCE FORM SIGNED? Yes / No

FACILITY ROOM NAME \_\_\_\_\_

RENTAL FEE ACCORDING TO POP & SMWC policy FACILITIES RENTAL POLICY AGREEMENT \$ \_\_\_\_\_

LIABILITY INSURANCE REQUIRED BY MICHIGAN CATHOLIC CONFERENCE \$ \_\_\_\_\_

SECURITY DEPOSIT \$ \_\_\_\_\_

**TOTAL RENTAL FEE** \$ \_\_\_\_\_

LESS SECURITY DEPOSIT Paid at time of reservation \$ \_\_\_\_\_

**BALANCE DUE (2 weeks prior to event)** \$ \_\_\_\_\_

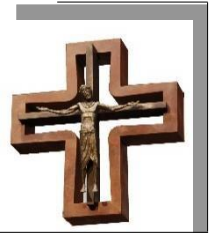
I have read the **PRINCE OF PEACE PARISH / ST. MARY OF THE WOOD CHAPEL FACILITIES & EQUIPMENT RENTAL POLICY AGREEMENT** and reviewed the **AFTER EVENT CHECKLIST**. I agree to all terms stated herein.

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LICENSEE PRINTED NAME: \_\_\_\_\_

FACILITY REP. SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECURITY DEPOSIT RETURNED ON \_\_\_\_\_ \$ \_\_\_\_\_ CK# \_\_\_\_\_



**USE OF FACILITY REGULATIONS LICENSEE RESPONSIBILITIES –  
HOLD HARMLESS AGREEMENT**

1. LICENSEE shall be responsible to:
  - Pick up door key(s) and/or entry code from Parish Office at an arranged date and time prior to the event.
  - Be aware of all regulations concerning the proper use and clean-up of the facility and equipment, smoking and alcohol policies, and emergency procedures.
  - Complete FACILITIES AFTER EVENT CHECK LIST (attached).
2. LICENSEE AND GUESTS agree that they will indemnify and hold free and harmless:  
David Walkowiak, Bishop of the Diocese of Grand Rapids, MI and Prince of Peace Parish and St. Mary of the Woods Chapel, LICENSOR, from any and all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the LICENSEE AND GUESTS, it agents, employees or servants acts or omissions, and the LICENSEE AND GUESTS will pay any and all judgement decrees, costs, including attorney's fees which may be rendered against David Walkowiak, Bishop of the Diocese of Grand Rapids, Prince of Peace Parish and St. Mary of the Woods Chapel, MI LICENSOR, its directors, officers, agents and employees, in any and all such actions or proceedings.
3. LICENSEE AND GUEST shall follow the policy of the Dioceses of the Province of Michigan that parishes, schools and institutions which either allow outside organizations or individuals to rent or use their facilities require those organizations or individuals to purchase the Special Events Insurance protection offered through the Michigan Catholic Conference.
  - MCC Special Event Request Forms available at Parish OfficeIf LICENSEE AND GUESTS wish to utilize their own insurance. The LICESNSEE AND GUEST further agree to carry Liability Insurance or other equivalent insurance which shall cover the Hold Harmless Agreement set forth above with minimum limits of liability of \$1,000,000.00 each occurrence for bodily injuries and property damage in a company rated "A" or higher by BEST GUIDE, and to provide the Roman Catholic Diocese of Grand Rapids, MI and Saint Mary's Catholic Church, Marne, MI, LICENSOR a certificate specifically identifying the agreements insured to the above effect.
4. LICENSEE AND GUESTS shall arrange for security personnel, if necessary.
5. LICENSEE AND GUESTS shall confine their activities to area assigned to them.
6. LICENSEE AND GUESTS will comply with all laws and all rules, ordinances or requirements imposed by any municipality or government authority and will not do or suffer to be done anything on said premises in violation thereof.
7. LICENSEE AND GUESTS will keep said premises, including the personal property therein, during the term, in as good repair and at the expiration thereof yield and deliver up the same in like conditions as when taken, reasonable wear and tear thereof and damage by the elements expected.
8. I have read the POP/SMWC HOLD HARMLESS AGREEMENT and agree to all terms stated herein.

Signature of Renter: \_\_\_\_\_ Printed \_\_\_\_\_ Dated \_\_\_\_\_

Facility Manager: \_\_\_\_\_ Dated \_\_\_\_\_