

**FACILITY USE POLICY**

St. Mary’s Catholic Church, Sutton, Nebraska

Approved by St. Mary’s Parish Council on November 19, 2020

**IMPORTANT CONTACTS**

<p><b>Priest</b> Fr. Michael Zimmer 402-560-4594 mjzimmer03@gmail.com</p>	<p><b>Secretary / Wedding Coordinator</b> Tracy Galusha 402-366-4879 stmaryssutton@gmail.com</p>	<p><b>Bookkeeper</b> Lindsay Anderson 402-719-0135 lindsayanderson533@gmail.com</p>	<p><b>Maintenance</b> Monte Lemkau 402-984-9120</p>
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**RESERVATIONS AND AVAILABILITY**

1. Parish-sponsored events, including events hosted by St. Mary’s Altar Society or one of its outreach ministries (i.e. Bread Box), do not require a reservation on our website. However, please contact the secretary ASAP to confirm that the desired date is available.
2. All other reservation requests must be submitted via our website: [www.stmaryssutton.org](http://www.stmaryssutton.org). Phone calls, texts and emails to the parish staff cannot be accepted as reservation requests.
3. Only parishioners of St. Mary’s and St. Helena’s can make reservations at our facility with the following exceptions:
  - a. If a non-parishioner celebrates a Baptism, First Communion or Confirmation in our parish, then this individual or family may reserve our hall for a reception immediately following the sacrament.
  - b. To reserve our facility for a rehearsal dinner, wedding ceremony or reception, please see our “Wedding Weekend Policy” for specific details.
4. Requests will be processed in the order received; however, funerals and parish-sponsored events take precedent.
5. Requests can be made up to one year in advance but no less than one month before an event as some events require additional insurance coverage. Ample time is needed to apply for such coverage. See “Insurance” for more information.
  - a. Exception: requests made within one month of an event *can* be approved if there are *less than* 40 attendees and no alcohol is served. The reservation request (submitted online) and deposit are still required.

6. All days of the week are open for reservations, except Wednesday evenings when CCD and CYO are in session.
7. Available hours are at the discretion of the parish staff.
8. Setup for any event needs to take the Holy Mass into consideration.
9. The basement classrooms are off limits unless specific requests have been made.
10. Our facility is not to be used as a location for a catering service to prepare a meal that will be consumed off-site unless this meal is part of a parish-sponsored event.

### **DEPOSIT**

A \$100 deposit is required when submitting your reservation request on our website. If the facility is restored to its condition prior to the event, you may claim your deposit by calling the bookkeeper. If the deposit has not been claimed within two weeks after the event, the parish will consider it a donation.

### **SECURITY**

The facility will be unlocked by a member of the parish staff for your event. For safety reasons, our general policy is NOT to give out our keys to those reserving our facility unless special requests or arrangements have been made. In these circumstances, the key must be returned to a member of the parish staff by Noon the day after the event. The event sponsor is responsible for the replacement costs of rekeying our entire facility if keys cannot be returned because they were lost or stolen.

### **INSURANCE**

Some events require additional liability insurance coverage. Based on Diocesan policy and the answers submitted on your reservation request, the secretary will determine whether special events coverage is needed. *In most cases*, special events coverage is required if 40 or more attendees are expected. Special events coverage is *always* required if alcohol will be served, regardless of the number of attendees.

### **SMOKING / ALCOHOL USE**

Smoking is not allowed inside the facility. Limited use of alcohol is permitted in the main hall only. BYOB events are not covered under our Diocesan insurance policy. If alcohol will be served, it must be provided by the event sponsor. A liquor license is required to *sell* alcohol.

### **KITCHEN USE**

Those who reserve the hall are welcome to use the kitchen, including all appliances. Directions for use are attached to each appliance. All cupboards are marked accordingly for various utensils and supplies. Please label all food that is put in the refrigerator or freezer so that the parish knows who it belongs to and what it is for.

**CLEANING**

Our general policy is to “leave it the way you found it.”

**ACCIDENTS**

When an accident takes place, an Incident Report must be filled out. The report should include an in-depth description of how the accident happened as well as the name, address, phone number and date of birth of any injured person, along with phone numbers of potential witnesses. It is also helpful if a photograph of the accident scene is taken.

**WEDDING WEEKEND POLICY**

Engaged couples must meet with the priest before setting a wedding date. After approval has been given to set a date, the couple should call the secretary to confirm that the church and hall are available. When the date has been confirmed by all parties, the couple is required to fill out the Wedding Weekend Questionnaire via our website which can be found on the “Marriage Prep” page. A password is required to access this page, which the priest or secretary will provide. All reservations and plans associated with the wedding weekend, including the rehearsal dinner, ceremony and / or reception, etc. are all included in this questionnaire to make it easier for the couple and their families. These details also assist the parish staff in making sure this day runs as smooth as possible. Deposit and payment for certain services (as listed below) will be required when submitting this questionnaire.

Deposit for Wedding Weekend (including Friday, Saturday & Sunday)	\$100
*Wedding Coordinator ( <i>required</i> )	\$125
Pianist ( <i>optional</i> )	
Wedding WITH Mass	\$150
Wedding WITHOUT Mass	\$125
Cantor ( <i>optional</i> )	\$75

\*The wedding coordinator is present at the rehearsal and on the day of the wedding to assist the priest, make sure the processional runs smoothly, and be a go-to person for the couple and family.

**Policy Review**

St. Mary’s Parish Council will review the Facility Use Policy once a year. Any changes to the above policy will be published in the parish bulletin. Please direct any questions or concerns to the priest or a member of the parish council.