

St. Mary's Facility Usage Policy & Guidelines

Insurance

The Facility Coordinator (priest or parish secretary) must determine whether or not an event requires additional liability insurance coverage. If a Diocesan institution sponsors an event, it will *usually* be covered under the Diocesan insurance program. The following events DO NOT REQUIRE evidence of general liability insurance or Third Party Special Events Coverage:

- Events sponsored by a Diocesan parish, school or institution
- Events that are not sponsored by a Diocesan parish, school or institution with fewer than 40 people and in which no alcohol is served
- Baptism, First Communion or Confirmation receptions with no alcohol served, regardless of the number of people attending

If it is determined that an event needs additional insurance coverage, the Facility Coordinator will contact you before the event to file the necessary paperwork.

Reservations and Availability

Reservations can be made up to one year in advance and will be processed in the order received. Funerals and parish-wide celebrations take precedent. Only parishioners of St. Mary's and St. Helena's can make reservations at our facility; however, if a non-parishioner would like to use the hall, then a parishioner must be present at the event as the liable party in the event of an accident. Catholics wishing to reserve the hall for bridal showers and wedding receptions must be practicing their faith. All reservation requests must be approved by the parish staff.

Hours of Use

Reservations can be made on all days of the week, but available hours are at the discretion of the Facility Coordinator. Set up for any event needs to take the Holy Mass into consideration (i.e. maintain quiet when Mass is going on).

Deposit / Rental Fee

There is a \$100 deposit to reserve the hall. If the hall is cleaned up and restored to its condition prior to the event, you may claim your deposit. If deposit has not been claimed within two weeks after the event, the parish will consider it a donation to the church. Please make checks payable to St. Mary's. Please turn in deposit with your reservation form.

Decorating

Please do not affix decorations to wall surfaces or windows.

General Cleaning Guidelines

The individual or group sponsoring the event is responsible for basic clean up (taking out the trash, wiping down the counters, vacuuming, etc.). If tablecloths are dirtied, please take them home to wash and return as soon as possible.

Security / Key Control

The facility should be open; however, if it is not, [please contact the priest or parish secretary.](#)

Smoking / Alcohol Use

Smoking is not allowed inside the facility. Limited use of alcohol is permitted in the main hall only.