

## GUIDELINES FOR USE OF ST. COLUMBKILLE PARISH HALL

NOTE: ALL EVENTS SUBJECT TO APPROVAL OR CANCELLATION AT THE DISCRETION OF THE PARISH PRIEST (PASTOR)

1. **USER FEE:** *parishioners (events other than wedding receptions no deposit required)*

Either large or small room no kitchen use	\$30.00 for four hours;
Either large or small room with kitchen use	\$45.00 for four hours;
Entire hall (includes kitchen)	\$60.00 for four hours;

(NOTE: Audio Visual Equipment can be used independently in both rooms, except for Cable TV, which is controlled from the main hall, so if two different parties are scheduled at the same time, then Cable TV will not be available in the East Meeting Room)

**USER FEE:** *non-parishioners (events other than wedding receptions no deposit required)*

Either large or small room no kitchen use	\$40.00 for four hours;
Either large or small room with kitchen use	\$55.00 for four hours;
Entire hall (includes kitchen)	\$70.00 for four hours;

(NOTE: Audio Visual Equipment can be used independently in both rooms, except for Cable TV, which is controlled from the main hall, so if two different parties are scheduled at the same time, then Cable TV will not be available in the East Meeting Room)

**USER FEE:** Civic, government or not-for profit organizations: Parishioner rate. No deposit required, but acceptable insurance coverage, when applicable, must be in place and event must schedule part or all of the hall as listed above. Note any use of the hall by a not-for profit for a fund raiser will not incur the user fee, but insurance and scheduling are required;

**USER FEE:** parishioners Wedding Reception

**\$300.00** Use of entire hall and kitchen, must have insurance coverage and pay security deposit; (must schedule six months in advance);

**USER FEE:** non-parishioners Wedding Reception

**\$500.00** Use of entire hall and kitchen, must have insurance coverage and pay security deposit; (must schedule six months in advance);

Use of Hall for wedding receptions and large parties and any function involving alcohol is subject to a security deposit of \$500.00. The deposit will be payable at the time the contract is signed, refunded 10 days after the function if there is no right of offset as provided in these **Guidelines** and in the **Use Agreement**. **Security deposit checks will be cashed.**

Any individual or group damaging any property in excess of the security deposit shall be liable for such damage and will be billed accordingly.

**Insurance** - *When applicable*, there will be a **\$95.00 non-refundable charge for Special Events Insurance coverage**, (*Insurance fee will **always apply** to all wedding receptions and events where alcohol will be consumed by patrons*). *Special Events Insurance for "other" events may or may not be required (to be determined by the pastor)*. **The Application for Special Events Coverage and \$95.00 fee is due three weeks before your rental date.** \* *Special events insurance is not necessary for most events that don't involve alcohol. Contact the parish office for information on this process.* All fees and insurance are effective 10/25/2013.

2. **SCHEDULING**

A master schedule for use of the Hall will be kept by Charlene Sheppard 785-457-2164 and Denise Finan 785-396-4331: All activities subject to approval by Parish Council. Non-Parishioners and Weddings Receptions for non-parishioners will not be allowed to schedule the Hall more than 12 months prior to the event.

During the Lenten season which is a time of fasting, penance, and in preparation of the death and resurrection of Jesus Christ, **Dances in the Hall are not permitted.**

Religious Services take precedence over all other activity. Users and attendees of any event are requested to park their cars as not to interfere with any Mass being held at the Church. So during any Mass there will be no parking east of the Church or in front of the Church. Also any outside activities shall be restricted so that they do not interfere with the Mass or persons attending the Mass. Mass is typically on Saturday evening at 6:00 p.m. **When any mass is being held at the Church, persons attending that Mass shall have the right to access the bathroom facilities in the Hall.**

3. **KEYS**

Pick up keys in advance by agreement with Charlene Sheppard or Denise Finan. Keys must be Returned before security is refunded.

4. **SET-UP**

User agrees to set up tables and chairs. No furniture or equipment shall be removed from the Hall.

5. **DECORATIONS, ETC.**

NO pins, tacks, glue, or tape. Nothing is to be attached to the wall, ceiling or light fixtures or fans. Any use of candles should be closely monitored and away from anything that is flammable.

6. **CLEAN-UP**

User is required to remove and dispose of all decorations, table coverings, and trash inside and outside the church grounds. A dumpster is provided for this purpose on the grounds. Everything should be cleaned. Floors should be swept. User does not scrub floors. An extraordinary clean-up charge may be deducted from the security deposit if conditions are not met. User needs to make sure, at the close of the rental period, all personal property is removed from the premises. St. Columbkille Parish will not be responsible for those items left behind. Clean up to be done at conclusion of activity unless permission is given to clean the following morning. If the building is rented the next day you must have the building cleaned up by **8:00 a.m. or you will forfeit your deposit.**

7. **DANCES**

All dances are private. No public advertising. Music for dances is not to be disturbing to the neighbors. **Parish may** operate concessions during dances if the user chooses. **FUNCTIONS** in the Hall must end at **Midnight**. Please respect our Church and residences in the neighborhood. All dances and large parties are subject to the \$500.00 deposit and the requirement of special events insurance. If a dance is scheduled but then insurance coverage is not approved, then the event will not take place.

8. **ALCOHOLIC BEVERAGES**

Moderate use of alcoholic beverages will be allowed, but no sale of alcoholic beverage is allowed on parish property. All federal, state, and local laws are to be enforced by contract signer. \*Any event where alcohol will be consumed requires insurance from Catholic Mutual.

9. **NO SMOKING IS ALLOWED IN THE BUILDING**