

# *St. Michael Catholic Church*

## **Guidelines for Rental**

1. All reservations and special arrangements will be made with the Coordinator of Parish and Community Life (804-527-1037)
2. Rental fees will be according to the attached Rental Fee Schedule.
3. Confirmation of the reservation will be sent to the Renter upon receipt of this signed agreement and a deposit of \$250.00. Deposit will be credited to the final rental total.
4. St. Michael Catholic Church is a non-smoking facility.
5. Weapons are not permitted on St. Michael Catholic Church premises, with the exception of law-enforcement personnel.
6. The building may be subject to inspection at any time by the Building Manager or his designee.
7. Parking will be restricted to the paved parking lot. No vehicles will be permitted on the grass at any time.
8. St. Michael reserves the right to halt any function deemed out of control by the Building Manager or the Henrico County Police and/or Fire Department.
9. All events should end no later than 10:00 PM. Cleanup should be concluded by no later than 11:00 PM.

### **10. Cancellation policy:**

- a. 100% of the deposit is refundable if the event is canceled at least 30 days in advance.
- b. No refund will be made if the event is canceled less than 15 days prior to the event.

### **11. Insurance:**

- a. All outside groups (i.e., groups not under the umbrella of a St. Michael ministry) must be insured for General Liability with limits on their policy of no less than \$1,000,000.
- b. All outside groups must provide evidence that St. Michael Catholic Church is named as an Additional Insured on the policy for the event to be held.
- c. Outside groups without General Liability Insurance must obtain Special Events Coverage through Catholic Mutual. An application for this coverage is attached. Completed applications and a check in the amount of \$100.00, payable to the "Diocese of Richmond" should be submitted directly to the address on the application at least 30 days prior to the event.

### **12. Clean up**

- a. For all events the renter is responsible for the restoring of the facility to same or better condition of cleanliness. The Renter may request professional clean up by the St. Michael cleaning service. The cost will be added to the rental fee.
- b. Nothing should be attached to the walls. Any wall repairs will be billed to the renter.
- c. Any event lasting longer than 4 hours will **require** professional cleaning by the St. Michael cleaning service, and the cost added to the rental fee.
- d. Under no circumstance are the following allowed:
  - i. Helium balloons
  - ii. Birdseed or rice (dissolvable or otherwise)
  - iii. Confetti
  - iv. Glitter
  - v. Fireworks (including sparklers)
- e. No open flames are permitted. All candelabras and candles must be contained in glass or other protective enclosure (i.e., globe, hurricane lamp, ceramic or non-flammable container). The cost to clean up spilled wax will be added to the facility fee.

### **13. Alcohol**

- a. All events involving the consumption of alcohol (beer, wine or spirits) require a banquet liquor license from the Virginia Alcohol Beverage Control Board. A photocopy of the license is to be given to the office at least 7 days prior to the event.
- b. The Renter must provide a control (wrist band etc.) to guarantee that underage consumption of alcohol will not take place.
- c. If alcohol is served, there must always be non-alcoholic alternatives available.

### **14. Destruction of Premises**

- a. If the building or any part thereof is destroyed or damaged by fire, or by any other cause, including acts of God, or if any other casualty or unforeseen occurrence should render the fulfillment of this Agreement by St. Michael Catholic Church impossible, St. Michael Catholic Church will not in any case be held responsible to the Renter for any damages caused thereby. All Rental Fees paid and Security Deposits collected will be refunded to the Renter within 60 days from the date the event is cancelled by St. Michael Catholic Church.
15. St. Michael Catholic Church assumes no responsibility whatsoever for any property, supplies or equipment placed in or on the facility by the Renter. St. Michael Catholic Church and the Diocese of Richmond is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons, property, equipment, or supplies that may be sustained during or by reason of the occupancy of the facility. The Renter will defend, indemnify and hold St. Michael Catholic Church harmless from any and all claims or damages arising from the use of or occupancy of the facility or any area allocated to or used by the Renter or its agents, employees, or invitees, or any act of Renter or its servants, employees, or agents, or any change or alteration made by the Renter to the facility. The indemnification described herein will pertain to the building and all common areas located around the building on the parish grounds, including but not limited to parking lots, driveways, worship areas, kitchen, hall areas and restrooms.
  16. Funerals and visitations, which may be conducted in the Parish Hall, are considered special occasions and take precedence over other uses of the Hall. Arrangements and adjustments in such situations are at the discretion of the pastor.
  17. The deposit must be received with the application in order to confirm the event date.
  18. The balance of the rental is due thirty (30) days prior to the event date. Any cancellation made less than 30 days of the event will result in forfeiture of the Security Deposit. Rentals cancelled within 15 business days of the event will result in forfeiture of the deposit and rental fee.
  19. Checks should be made payable to St. Michael Catholic Church.