

Saint Joseph Parish Hall Rules and Regulations

Saint Joseph Church offers a facility for religious and educational functions. In order for the Parish Hall at Saint Joseph Church to fulfill its objective as a community gathering place for parish and community groups and parishioner and non-parishioner private use, rules are required to assure prudent management of this facility and equitable treatment of its users.

The items listed below are not necessarily an all inclusive list of rules governing operation of the hall but represent the significant rules for scheduling and usage.

1. **Reservations** – All Saint Joseph Church hall reservations are made through the Parish Office, 515-462-1083. Parish funerals take precedence and may require the use of the facility prior to a scheduled event. When a request is made for a particular date, space will be reserved on the hall calendar on a first-come, first-served basis. **Parishioners will be given first priority when making a reservation 12 months or more in advance.** An initial payment of ½ the amount of the deposit is required. The remainder of the deposit and rental fee is due no later than 30 days preceding the scheduled event.
2. **Damage Deposits** – Damage Deposit of \$150 is required for all hall functions. Deposits are held until the areas are inspected for damage. Lessees will be charged for repairs if the building shows damage beyond that considered ordinary wear and tear. Damages not covered by the deposit are the financial responsibility of the Lessee.
Reasons for losing all or part of your damage deposit:
 - Someone in your party setting off the fire alarm.
 - Unauthorized parking on the grass.
 - Bent or broken chairs or bent or broken tables.
 - Any person or evidence of persons found in the Sanctuary or Education Wing. These areas are off limits while an event is being held in the hall.
 - One-half hour or more over your time limit will incur a \$100/hour charge. All events and cleanup must conclude by 11:00 pm.
 - Any other damage occurring during the use of the hall will be up to the discretion of the facility committee whether the deposit is refunded.
3. **No Smoking or Pets** – Smoking or pets are not allowed anywhere inside the building.
4. **Cancellations** – There is no refund for events canceled three months or less prior to the scheduled event for non parish members. The initial payment for events canceled more than three months in advance will be refunded, less 50%.
5. **Charges for Use** – Stewardship of this facility requires we attempt to balance the operating and depreciation costs with revenues from the rental of this facility. Parishioner and non-parishioner rates have been established. Parishioner rates apply to parishioners hosting a family event (ex. Wedding, graduation, birthday, etc.). Parishioners are not allowed to make reservations on behalf of a group, organization or business (ex. business meetings, class reunions, etc.). There is no charge for parish groups. However, use of the hall must be arranged ahead of time with the Parish Office.
6. **Event Preparation and Cleaning** – Tables and chairs are provided by the Lesser. No other furnishings or equipment are to be brought on to or in the premises without the approval of the facility committee. At the conclusion of the event, the Lessee shall leave

the premises and equipment in a reasonably neat and presentable condition. A portion of the damage deposit may be withheld if the premise is not neat and presentable.

Lessee is responsible for clearing and wiping down tables, utensils, sinks and counters in the kitchen and carrying garbage to the garbage containers.

7. **Decorations** – Only freestanding decorations will be allowed in the Parish Hall. No tape, glue, staples, tacks, pins or other fixatives will be allowed to anchor decorations. Masking tape or painters tape may be used to attach coverings to tables. Tabletop candles are allowed. All decorations must be removed from the hall at the conclusion of the event. Rice, birdseed, confetti throwing, soap bubbles, and silly string inside the hall are prohibited. **Ceiling tiles are not to be lifted and no items or decorations of any kind are to be attached to the ceiling, ceiling grid, windows, light fixtures, or the walls.** Arrangements can be made for early setup and decoration but are subject to change in event of a funeral or other unexpected parish need.
8. **Kitchen** – The kitchen is available for use by the Lessee with the following provisions: all food must be catered in or be of the type that requires minimal preparation. No cooking in the kitchen. Ovens may be used to keep food warm before serving. An exception is made for parishioners. Refrigerators can be used to keep food or drink cold. Large coffee pot is available if needed. Caterers must provide their own equipment. Garbage is to be placed outside in the garbage containers.
9. **Appropriate Functions Only** – The appropriateness of a proposed event for the facility will be left to the judgment of the rental committee and a decision will be reached within one week. As a condition of renting the hall it is a requirement that the parish secretary be provided a full description of the activities proposed by the Lessee. All prospective Lessees should be aware that the hall is to be used only for events that are consistent with the moral standards and teaching of the Catholic Church.
10. **Fire Alarm** – If the fire alarm is set off unnecessarily and the fire department is dispatched, the Lessee will be required to pay the fire department service charge. If the fire equipment is damaged, the Lessee will be required to pay for the repairs. Artificial smoke and dry ice are not allowed in the hall as they may activate the fire alarm. If the fire alarm sounds everyone must vacate the building immediately. No one may re-enter the building until the fire security officer has inspected the building and declared it safe. In case of an emergency call Greg Armstrong 556-5704, Harvey Eivins 462-2642 or Rich Corkrean 462-2597.
11. **Entrance Doors** – All entrance doors to the hall must be kept closed. Open doors prevent the computerized controls of the air handling equipment from working effectively.
12. **Proof of Insurance/Diocesan Insurance Program** – All lessees must comply with the rules of the Diocesan Insurance Program. Rules and forms are available in the Parish Office. As mandated by the Diocese of Des Moines, a copy of your liability insurance certificate may be provided as proof of insurance.

Please sign and date below indicating that you read the Rules and Regulations for using Saint Joseph Parish Hall.

Name

Date

Saint Joseph Parish Hall Rental Agreement

Name: _____ Today's Date: _____

Address: _____

Phone: _____

Type of Event: _____

Date of Event: _____ Time In: _____ Time Out: _____

Number of People Expected: _____ Seated Capacity is 200.

_____ Damage Deposit \$150 Date Received: _____

_____ Parishioner Rate

\$50 – 50 guests or less

\$100 – more than 50 guests

Insurance – None, parishioner events fall under the Altar and Rosary Society.

_____ Non-Parishioner Rate

\$200

Insurance - \$95 or a copy of your liability insurance certificate.

TOATAL DUE: \$ _____

In order to guarantee the above date, this agreement and the initial payment must be returned to the parish secretary. You will receive a copy of this agreement when you leave the payment. The balance of the rental fee and deposit is due no later than 30 days before the event. If this agreement is cancelled more than three months before the event, 50% of the rental fee will be refunded. The damage deposit will be returned in full or in part after the hall satisfactorily passes inspection. Please return this agreement with the Rules and Regulations agreement and a copy of your liability insurance certificate if you do not wish to pay the insurance fee.

I have read the Saint Joseph Parish Hall Rental Agreement and understand and accept its conditions.

Signature of Renter: _____ Date: _____

Signature of Secretary: _____ Date: _____

Return Deposit: \$ _____ Name: _____ Date: _____

Saint Joseph Parish Hall Rental Agreement for Caterers

Dear _____

Today's Date: _____

We understand that you will be catering the following event:

Event: _____

Date of Event: _____

Caterer manager in charge: _____

Time Frame: _____

Our expectations of you:

1. **Use of Refrigerator and Coffee Pots** – The caterer may use the refrigerator only to the extent of space available; no items may be removed from the refrigerator. Coffee pots may be used. Garbage bags will be provided. You, the caterer, must bring any other supplies.
2. **Use of Stoves and Roasters** – Caterer may use the stoves and range top. Church roasters and fryer usage is not included in rental agreement. Caterer is responsible for cleaning up any portion of the kitchen or hall used by caterer and taking garbage bags to the garbage containers.
3. All non-church property must be removed by 11:00 pm.
4. **Hold harmless Agreement** – The company which provides your liability insurance can provide you with a certificate to be sent to us with this agreement. The purpose of this agreement is to protect Saint Joseph Church from liability resulting from a claim for which Saint Joseph Church is not responsible. We require that both the renter and caterer provide us with documentation of liability insurance.

Please sign and date both copies, but return only one (the other is for you).

Return the Hold Harmless Agreement – Please attach copy of your liability insurance certificate and return with this agreement.

I have read the Saint Joseph Parish Hall Rental Agreement for Caterers and understand and accept its conditions.

Signature of Caterer: _____

Date: _____