

# **Saint Rose of Lima Hall Rental Policies**

1. Requests for use of Parish facilities may be made at the Parish office @ 523-2428 Tuesday, Wednesday & Friday mornings. The event will be reserved upon review of the pastor, or his approved delegate.
2. Facility usage guidelines and agreements apply to all non-parish sponsored events. The Facility Usage/Indemnity Agreement requires the facility user to provide the parish with a certificate of insurance. Facility user is responsible for ensuring that the policies are followed.

Questions to determine Criteria of a Parish sponsored or affiliated activity include, but are not limited to the following:

- Does the parish have full control over the group or function?
- Do any of the costs or fees associated with the function flow through the parish accounts?
- Is the function or group open to all parish members?
- Is the purpose of the function or group to facilitate learning, raise revenue for the parish or provide social service on behalf of the parish?
- Is the leader of the group a parish volunteer or employee?

In general, a group which does not meet the definition of an affiliated organization or is unable to answer the above five questions in the affirmative is not considered to be parish sponsored. The Pastor, or his delegate, may determine that other activities outside the above criteria do not qualify as a parish sponsored event.

3. Registered members of St. Rose are charged a \$25 per day utility fee, plus \$100.00 deposit that is refundable, if requirements below are met.

Usage fees for non-parishioners will be determined individually, according to the event.

4. Renters are expected to leave the hall sufficiently prepared for the next function: clean the tables take your extra food and garbage with you and arrange tables & chairs as the diagram indicates.
5. Instructions for the furnace are located by the thermostat.
6. Coffee percolators are available for use; however, the Bunn coffeemaker is for parish functions only!