

St. Gabriel Catholic Parish
Policy for Facility Rental
Updated on 3/19/15

St. Gabriel Parish is pleased to make available for use many of our facilities. However, we do require that any parishioner, person or organization abide by parish policies. This policy helps to create a safe, clean and working environment for all of the various activities for which our facilities are used.

- Any parishioner, non-parishioner or organization that wishes to use the facilities of St. Gabriel Parish for a private event must rent the space they are requesting. This includes wedding parties who wish to make use of our space for their wedding ceremony.
- *Applications for Facility Rental* can be obtained through and submitted to the parish office. This is to be done during office hours. Please contact our parish office if you wish to make a reservation.
- The person who applies for rental is referred to as the *contracted person* within this policy
- The application for rental must be approved by someone on parish staff or within the school's administration before the parish can agree to rent out any facility.
- Our facilities are generally available for rent during the following times:
 - Parish Meeting Room/Parish library
Business days: 3:00 – 9:00pm
Holidays/Weekends: 10:00am – 9:00pm
 - Gymnasium/Auditorium
School Days: 5:00 – 9:00pm
Holidays/Weekends/Breaks: 10:00am – 9:00pmBecause parish and school functions will always have priority, the space may not be available for rental during the times listed above.

- Rental Rates:

- Parish Meeting Room:

- 1 Hour: \$ 25
 - 2 Hours: \$ 50
 - 3 Hours: \$ 75
 - 4 Hours: \$ 100
 - 5 Hours: \$ 100
 - 6 Hours: \$ 100

- Auditorium:

- 4 Hours: \$ 250
 - 5 Hours: \$ 300
 - 6 Hours: \$ 350

- Parish Library/School Cafeteria:

- 1 Hour: \$ 25
 - 2 Hours: \$ 50
 - 3 Hours: \$ 75
 - 4 Hours: \$ 75
 - 5 Hours: \$ 75
 - 6 Hours: \$ 75

- Gymnasium:

- 4 Hours: \$ 250
 - 5 Hours: \$ 300
 - 6 Hours: \$ 350

- The rental rates are inclusive of setup and cleanup time.
- All rentals are required to pay a security deposit (rates below) on top of the rental rate. Any violations of this *Policy for Facility Rental* may result in the whole/partial forfeiture of the security deposit. The total amount of the deposit to be returned will be determined by the parish's head of maintenance and business manager.

Parish Meeting Room/Library: \$ 100.00 security deposit

Gymnasium/Auditorium: \$ 300.00 security deposit

In order for a deposit to be returned, the person who signed the *Application for Facility Rental* is responsible for ensuring:

- That all used spaces are clean and usable for the next event
- That any tables/countertops are wiped down
- That all food/drinks are taken with them. No food or drinks are to be left behind here. No food/drinks are permitted in the auditorium or church.
- That all used trash cans are emptied and the trash brought out to the dumpster
- That anyone under the age of 18 who is present is picked-up by a parent or another designated/responsible person
- That no person under 21 consumes alcoholic beverages
- That there is no smoking inside our facilities
- If decorations are used, nothing can damage property (no push pins, no ceiling hangs, no removing permanent fixtures, etc)
- That doors are never propped open. The contracted person is responsible for ensuring that only invited guests enter the facility. Or the contracted person may designate another person to ensure that only those authorized are allowed entrance.
- That all lights are off when departing
- That all doors are completely closed and locked when departing
- That no one else is in the building(s) when departing
- Parish meeting room/library specific:
 - That the floor is vacuumed/swept
 - That the kitchen and bathroom are clean and in working order
- Gymnasium/School Cafeteria/Auditorium specific:
 - That the 9th Street entrance is not used
 - That the kitchen is not used
 - That bathrooms are left as they were found
- Any damage done to property that exceeds the amount of the security deposit will be the sole responsibility of the contracted person and the organization they represent.
- If alcohol is served at the event, the rental will not be approved until insurance has been purchased through the Archdiocese of Indianapolis
- If necessary and approved, there will only ever be one key issued for any event/organization. There will never be multiple keys issued.
 - The key must remain with the contracted person. It may not be given out to anyone else.
 - Keys must be turned into the school/parish office within a week after the event.
- Parish/school events will always have priority in the use of facilities. If a conflict arises after an application has been approved, the parish/school will notify the contracted person in advance.

St. Gabriel Parish reserves the right to void any approved *Application for Facility Rental* or agreements without notification of those parishioners, non-parishioners or organizations who are found in violation of this policy. Please help us ensure that our facilities are safe, clean and in working order for all who wish to use them.