

CHURCH OF ST. MICHAEL

Archangels Hall Use Policies and Procedures

General Policies

We are fortunate to have at St. Michael the Archangels Hall facility to serve our many parish programs and events and to provide a place for our parish family to gather for fellowship after Sunday worship and other parish activities. It also serves as a place for family and friends to gather for comfort and fellowship following the funeral of a loved one.

Since we are an active and growing parish, the Hall is heavily used by parish programs and events throughout the year. As a result parish programs and events, and especially funerals, have priority use of Archangels Hall.

However, when the Hall is not in use for parish functions and events, it may be available for use by individual parish members and by community and civic groups. The Hall is not available for wedding receptions, commercial profit-making groups, or by political groups.

Procedures for the Use of Archangels Hall

Parishioners or community and civic groups who wish to reserve Archangels Hall should contact the parish Business Administrator to discuss availability of the Hall for their use. Availability is subject to scheduled parish program and event use.

Parishioners and civic or community groups wishing to use the Hall should inquire regarding its availability no more than four months in advance of the date of requested use.

In order to provide for supervision during Hall use, for cleaning of the Hall after its use, to cover costs of heating/cooling and water for the event, and to set aside funds for the maintenance and upkeep of the Hall and its equipment, the following usage fees are requested:

(Over)

- *Events using the kitchen and its equipment for food preparation and service: \$250.00*
- *Events using the Hall only and no kitchen equipment: \$125.00*
- *A \$50.00, non-refundable deposit is due with the reservation. The balance is due thirty days prior to the event.*
- *A \$250.00 damage deposit is also due at the time of reservation. The deposit will be returned after the event if no damage is found.*

The Hall is available with the tables and chairs arranged “as is.” The party using the Hall is responsible for returning tables and chairs to the arrangement in which they were found.

Only table decorations may be used. No wall or ceiling decorations or confetti may be used.

Insurance regulations require that renters provide proof of liability insurance in the amount of \$500,000, including host liquor liability if alcoholic beverages will be served. Proof of insurance must be provided one month in advance of the event. Typically such coverage is available through homeowners or renters insurance. It may also be purchased for \$85.00 through the church’s insurance carrier. Contact the parish Business Administrator for more information on insurance coverage.

Approved by Parish Council 1/25/01