

POLICIES ON THE RENTAL OF FACILITIES CHURCH OF ST. JUDE OF THE LAKE

Rental Procedures:

1. **Use Agreement Form:** All rental requests must be submitted to St. Jude of the Lake on the Use Agreement Form.
2. **Reservation:** The Use Agreement Form must be completed, signed and returned with the down payment to St. Jude of the Lake by mail or in person as soon as possible. St. Jude of the Lake will review the Use Agreement, and establish estimated costs according to the Fee Schedule. Full payment of the Hourly Fee, and the Damage/Cleaning Deposit are due at least 15 days prior to the Event. If any of the Fee is not paid when due, the Parish shall have the right to terminate the Use Agreement and allow another applicant to use the Facility. In addition, the Parish shall have the right to keep the Down Payment as liquidated damages.
3. **Confirmation:** Either a written confirmation or rejection of the Use Agreement will be sent to the Applicant.
4. **Set Up Requirements:** Room set up requirements, including audio/visual needs, number of attendees, food and beverage service, and any other requests must be provided to St. Jude of the Lake no later than 10 days prior to the date of the Event. Requests for use of the Facility can only be approved if the room set up requirements can be accommodated. If Applicant requires a change after the initial set up requirements are sent and approved by St. Jude of the Lake, an additional fee may be charged.
5. **Decorating:** The Event Coordinator will coordinate with the Applicant any access to the Facility(s) for decorating prior to the Event. Applicant will be allowed access to the Facility on one occasion prior to the Event. For Events of four or more hours in duration, the time for decoration may not exceed three hours. For Events under four hours in duration, the time for decorating may not exceed two hours. See policy below for additional information on decorating.
6. **Non-transferable:** The Use Agreement is non-transferable and is restricted to the stated hours and intended use of the Facility.

Fee Schedule:

Parishioners or other outside parties renting the Facility for uses such as anniversary and birthday parties will be charged a minimum three-hour Hourly Fee as set forth below and is payable as provided in Paragraph IV of this Policy. Wedding receptions are subject to a five-hour minimum Hourly Fee.

<u>Space:</u>	<u>Capacity:</u>	<u>Hourly Fee:</u>
Ark	30	\$40.00
Kohler Hall	120	\$60.00
Klein Center		
Room 126 AB	50	\$30.00
Upper Commons	30	\$30.00
Commons	120	\$75.00
Gymnasium*	320	\$175.00
Open Gym		\$30.00
Kitchen		\$75.00

* Rental of the Gymnasium for events includes use of the Commons.

Initials: _____ / _____

The Applicant shall also be required to pay the following:

- Down Payment equal to one-half of the anticipated rental fee. In no case will the Down Payment be less than \$30.00. Such Down Payment shall be payable with the Applicant's execution of the Use Agreement. In no event shall the Parish be obligated to refund any portion of the Down Payment.
- A Damage/ Cleaning Deposit of \$750.00 for Events with over 320 people attending or a deposit of \$250.00 for Events with up to 120 estimated guests, must be paid at least 15 days prior to the Event to assure that the Facility is maintained in good order and condition and state of repairs, reasonable wear in use excepted. The Damage/ Cleaning Deposit shall be returned to the Applicant without interest provided: a.) The Facility is maintained in good order; b.) No claims by the Parish have been made; c.) The Applicant has paid in full all Fees; and d.) The covenants as set forth in this Policy were adhered to.
- Special Events Coverage fee of \$110.00, if required and applicable.

Checks returned for non-payment are subject to a service charge of \$30.00. St. Jude of the Lake will accept any additional donations related to the use of its Facility.

Insurance and Indemnification

Insurance: Applicant shall be required to provide the parish with a certificate of liability coverage through their Homeowners Insurance Policy, with a minimum coverage of \$500,000. This certificate of Insurance should name St. Jude of the Lake as Additional Insured for their event. If the Applicant is unable to provide a certificate of insurance, they can purchase special events coverage through the Archdiocese of St. Paul/ Minneapolis at a cost of \$110.00 per event. Applicant must complete and send to St. Jude of the Lake the completed form and a check for \$110.00 made payable to: **Archdiocese of St. Paul/ Minneapolis.**

Indemnification: Applicant hereby agrees to indemnify and hold St. Jude of the Lake Church, the Archdiocese of St. Paul/ Minneapolis and the General Insurance Program for the Archdiocese of St. Paul/ Minneapolis harmless against all claims, damages or causes of action for damages and related expenses arising out of, or brought on account of, injury to any person or persons or property, or loss of life, resulting from Applicant's occupancy of, and use of, the Facility and its operations therein. The Parish agrees that the Applicant has provided protection in the amount of at least \$500,000 against this obligation to hold the Parish harmless through the insurance coverage provided by Applicant as set forth above. The Applicant agrees to sign the Catholic Mutual Indemnification Form attached as an Exhibit B.

General Policies and Procedures:

1. **Right of Refusal:** The Parish shall have the right to refuse the use of the Facility by any Applicant, in its sole discretion.
2. **Custodian:** The Event Coordinator shall make arrangements with the Parish for the attendance of the custodian and/ or contact person at the Event. This person will assist with clean-up, lock the Facility after the Event and provides special assistance during the Event. The cost of the custodian's salary is included in the Fee.
3. **Alcoholic Beverages:** Alcohol may be served but not sold by Renter. It is against the law to dispense and sell liquor without a liquor license and only a licensed and fully insured liquor provider can dispense and sell alcoholic beverages for profit. It is illegal to serve liquor to anyone under the age of 21. NOTE: Other than ceremonial wine or champagne, no beverages are to be served in glass bottles.
4. **Security:** Any event at which alcohol will be served may require the presence of at least one security guard at the discretion of St. Jude of the Lake. Security is arranged through the Washington County Sheriff's Department and will be added onto the rental fee.
5. **Use of Kitchen:** A commercial kitchen is located in the Klein Center. Access to the kitchen requires the Kitchen Fee as outlined above. The Kitchen Fee will be waived if St. Jude of the Lake is selected as the event caterer. Only professional, licensed caterers may use the kitchen. For those using an outside caterer, the Food Catering Information Form has been prepared for your assistance. All contracted caterers using the kitchen must possess a current caterer's license and be approved by the Kitchen Manager.

Caterers are expected to supply whatever they need to make their preparations other than a stove, oven, and refrigerator. The caterer must also provide all dishes and serving utensils. All paper products (i.e. napkins, table cloths, paper towels, plastic and foil wraps, etc.), must be provided by the Applicant or for the Applicant by the caterer.

When a professional caterer is used, the catering company must provide St. Jude of the Lake with a certificate of liability insurance with a minimum coverage of \$500,000.

Initials: _____ / _____

Food preparation is allowed only in the kitchen. Service of coffee or light refreshments in multi-purpose rooms of the Facility is permitted without charge if the Klein Center kitchen facilities and equipment are not used.

When a professional caterer is not retained by the Applicant, the Applicant understands that access to the Klein Center kitchen requires: a.) Kitchen Use fee for any hour or portion of an hour that kitchen is accessed; and b.) Limited use of kitchen supervised by St. Jude of the Lake personnel.

If the kitchen is not cleaned properly by Applicant's caterer, cleaning costs will be deducted for the Damage / Cleaning Deposit. This will be determined by St. Jude of the Lake personnel.

6. **Equipment/ Furniture:** Use of Facility equipment must be requested on the Use Agreement. Furniture and equipment owned by the Parish shall not be moved unless requested in advance. Applicant must have prior approval by the Event Coordinator if any non-parish owned apparatus or equipment is moved into the Facility. Such apparatus or equipment must be removed promptly after the Event.
7. **Decorations:** Up to three hours of preparation or decorating are allowed for any event. The Event Coordinator will coordinate with the Applicant any access to the Facility for decorating prior to the Event. The Event Coordinator must approve any candles used by Applicant. Decorations, banners, or signs may not be pinned, taped, or otherwise affixed to the walls, ceiling or windows unless prior approval by the Event Coordinator is obtained. The Applicant should consult with the Event Coordinator regarding any decorating plans. Permanent decorations or signage provided by the Parish may not be removed and/ or covered up (i.e. statues, crucifixes). Easels are available upon request and must be removed after the Event. Confetti or rice may not be used within the Facility or the surrounding property of the Parish. All decorations, supplies, and property of the Applicant must be removed promptly after the closing time of the Event.
8. **Clean Up:** The Applicant is required to leave all areas in a reasonably clean and orderly condition at the end of the Event. St. Jude of the Lake is responsible for bagging all trash and wiping down tables and will provide all necessary materials. Parish staff will sweep, mop or vacuum the floor, dispose of the bagged trash and move the tables and chairs as necessary. Guests are encouraged to use the appropriate waste containers so that recycling occurs whenever possible.
9. **Soliciting/ Advertising:** Soliciting is not permitted in the Church or the Facility.
10. **Political Events:** No political events of a partisan nature will be allowed in any Parish Facility.

Facility Rules and Regulations:

1. **No smoking:** All St. Jude of the Lake buildings are to be considered smoke free. Renter is responsible for clean up of any cigarette butts or other smoking debris left on the premises.
2. **Event Hours:** Rental events may not continue beyond 11 p.m. Renter will promptly perform clean up responsibilities as outlined in these policies. Renter and all of Renter's guests and property, including decorations, must be removed from the premises no later than 12 a.m., or one hour after Event end time, whichever is sooner.
3. **Loitering/ Alcohol Consumption on Grounds:** Outside of the specific rented facility, loitering on church grounds, including the parking lot, before, during or after a rental event is not permitted. At no time may renter or any renter's guests consume alcoholic beverages in the parking lot. The Washington County Sheriff will be called if such loitering or alcohol consumption should occur.
4. **Event Conflict:** Events held at the Facility may not conflict with any weekend liturgies held at the church.
5. **Care and Use of Premises:** Renter shall not use premises for any illegal or immoral purposes and shall comply with all applicable state and local laws, ordinances or regulations. Renter shall take good care of the premises and maintain all the personal property, equipment, and furnishings in good condition during the rental term, and at expiration deliver the same good order, normal wear and tear exempted.

Persons in attendance must confine themselves to areas permitted for use. Adults are responsible to keep children in permitted areas only.

Applicant may not sublet any space in the Facility.

The Parish shall have the right to terminate a Use Agreement if any Applicant misrepresents the purpose of an event. Disorderly conduct is prohibited. All local and state ordinances and laws of the police and fire departments must be observed. Applicant and all guests should be respectful of the neighborhood community. The Parish is not responsible for lost or stolen articles.

Initials: _____ / _____

User Agreement Form / St. Jude of the Lake Church

Renter / Organization: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Home #: _____ - _____ - _____ Cell #: _____ - _____ - _____ Work #: _____ - _____ - _____

Requested Venue: _____

Date of Event: _____

Start Time of Event: _____ End Time of Event: _____

Note: Event must end no later than 11 p.m. Renter, renter's guests and renter's property must be removed from premises no later than 12:00 a.m.

Type of Activity: _____

Number Attending: _____ Type of Food/Beverage: _____

Kitchen Requirements: _____

Name of Licensed caterer: _____

Phone #: _____ - _____ - _____

Note: Licensed Caterer must contact Kitchen Staff (if using Klein Center kitchen) at lease one week prior to event at 651-426-3245.

Set-Up Options: Mark desired locations on map provided if special set up is desired. Please contact parish office for appointment to discuss set-up and walk through facility with staff and maintenance.

_____ # of Round Tables _____ # of Long Tables (6 ft.) _____ # of Chairs

Stage, 12 stage pieces in 4 x 8 foot sections: _____ (Mark desired location on map if using stage).

Paper Products (For internal events only. Please list amount needed):

Paper/ Styrofoam Cups: _____ Styrofoam Plates: _____ Paper Napkins: _____ Plastic Ware: _____

Decorating Plans: (Circle all that apply) **Planned Time to decorate:** _____

****Please remember all property of the renter (including items leased by the renter outside of St. Jude's) must be removed from the site before the next business day, unless agreed upon in writing at time of signing Rental Agreement.***

Initials: _____ / _____

(User Agreement Form / St. Jude of the Lake Church, Continued.)

- Renter shall be required to provide St. Jude of the Lake with a certificate of liability insurance coverage listing St. Jude of the Lake Church as additional insured as specified in the Rental Policy. If preferred, renter may purchase Special Events Coverage from Catholic Mutual. Please ask for form.
- Renter Agrees to sign the Catholic Mutual Indemnification Form.

I have read and agree to abide by the Rental Policies of St. Jude of the Lake Church and follow all applicable state and local laws and ordinances during the rental term.

Renter Signature (named above)

For St. Jude of the Lake

Date

Date

Certificate of Insurance listing St. Jude of the Lake Church as Additional Insured:

Received: _____
Date

Company: _____

OR

Certificate of Insurance Issued From Catholic Mutual:

Received: _____
Date

Initials _____/_____

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH : Saint Jude of the Lake Church
700 Mahtomedi Avenue
Mahtomedi, MN 55115

(PARISH is understood to include the Archdiocese of St. Paul & Minneapolis)

FACILITY USER:

DATES OF FACILITY USAGE:

TYPE OF FACILITY USAGE:

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an “Additional Insured” on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER’S operations or are brought against the PARISH by FACILITY USERS’ employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____