

St. Peter Building Rental Policy (Sept. 8, 2011)

The purpose of this document is to specify the procedures and policies for the rental of the facilities of St Peter Church, specifically, McMahan Hall, O'Brien Hall, and the Gym. Renters will be required to sign a rental agreement prior to use.

ST. PETER RENTAL MANAGER: Alvino Mesa

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RENTAL RULES

St. Peter parishioners who have been registered in the parish for at least 6 months may rent the McMahan Hall, O'Brien Hall or gym for activities considered appropriate by St. Peter Church. Requests will be honored on a first-come basis. Appropriate activities would include wedding or sacramental receptions, family reunions, community meetings, group luncheons or similar activities. Activities involving any type of gambling, nudity, or disrespectful actions towards the faith and beliefs of St. Peter Catholic Church will not be permitted. The pastor will be the final word on any dispute regarding what is an appropriate activity.

There is no charge to use the hall for parish-sponsored religious or fund raising activities.

The pastor reserves the right to prohibit any rentals at his discretion. He also reserves the right to permit out-of-parish bodies to rent the facilities for spiritual or meritorious events. Finally, the pastor reserves the right to waive or adjust rental fees for causes or events he deems worthy.

Renters must indicate their rental activity ahead of time. Parish members will be given priority over non-parish events but may not cancel any existing confirmed rental. **Because of the Mass schedule, parish resources, and limited parking, rentals may never occur on Sunday between 8 a.m.- 3 p.m. nor on holidays.**

Setup time is not charged and is not considered part of the time of the event, but renters are limited by the times of other events on campus. At a minimum, renters are given 2 hours before an event to set up. Additional time may be possible, but renters need to work with the rental manager to schedule such times.

RESERVATION POLICY

Renters must contact the rental manager in advance to reserve rent and hall or gym. If the facilities are already reserved, prospective renters may choose another date or ask to be placed on a waiting list.

Within 3 days of a reservation request, the appropriate deposit must be made in order to confirm and hold the reservation.

A rental request is considered confirmed only after the physical reception of the renter's deposit. Promises of a deposit or deposits that are in the mail system do not

count as deposits. Failure to provide a deposit after three days may mean that the facility will be rented to someone else.

All fees must be paid to “St. Peter Parish” and delivered to the parish secretary at least 4 weeks in advance of the rental.

Cancellations within a week of the scheduled date will result in the loss of \$100 from the deposit.

DEPOSIT

A deposit is required to confirm and hold any reservation. Your deposit will be mailed to you less any charges for broken, damaged, or missing items one week after the date of the event.

FEES

The renter must pay all fees 4 weeks in advance of the reservation date.

The following rental options and fees are available:

Location	Fee	Occupancy (w/ tables)	Deposit	Description/Comments
McMahon Hall Full Day (5 hours or more)	\$600	300 (200 carpeted area; 100 tiled area)	\$250	Includes Archdiocesan Insurance
McMahon Hall Hourly (2 hour minimum)	\$125	300 (200 carpeted area; 100 tiled area)	\$50 (up to \$250)	Includes Archdiocesan Insurance
O’Brien Hall Full Day (4 hours or more)	\$200	60	\$150	
O’Brien Hall Hourly	\$50	60	\$50 (up to \$150)	
School Gym Full Day (5 hours or more)	\$375	140	\$250	Includes Archdiocesan Insurance – Does not cover sporting events
School Gym hourly (2 hour minimum)	\$75	140	\$50 (up to \$250)	Includes Archdiocesan Insurance – Does not cover sporting events

Father reserves the right to waive any fees at anytime for special circumstances.

Security guards are required and provided by St. Peter Parish at an additional charge to the renter. Events with:

- Less than 74 people and without alcohol does not require a guard.*
- 75 to 100 people require one guard.
- 101 to 300 people require two guards.
- *Anytime alcohol is served at least one security guard is required.

Each security guard costs \$17.50 per hour.

The rental manager will make arrangements with Mesa Security to provide guards for the event. Fees for the guards must be received by the parish at least 2 weeks prior to the rental.

INSURANCE

Proof of Insurance: The Archdiocese of Omaha and our insurance carrier, Catholic Mutual, require that all users of the parish facilities who are not officially sponsored parish groups or apostolates provide proof of insurance PRIOR to use of the facilities. This is not only for the benefit of the parish but for the benefit of the renter in case of mishap or injury.

You may apply for special coverage through the Archdiocese by way of the attached sheet. The cost is \$95 per event, or you may contact your own insurance carrier to include St. Peter Church on your coverage. A copy of your coverage (listing St. Peter Church and the Archdiocese of Omaha as additional insured) or the application and payment for the Catholic Mutual Archdiocesan insurance must be received by the parish office 15 days before the event. Checks should be made out to St. Peter.

ALCOHOL POLICY

Renters must specify in advance if they wish to have alcohol served as part of their activity. **Events in honor of youth and with large numbers of youth, e.g., baptismal parties, sacramental receptions, birthdays, or quinceañeras, may never have or serve alcohol.**

Only caterers with liquor licenses may serve or provide any alcohol during rentals. **Those renting must present proof of the caterer's liquor license to the rental manager prior to using the facility – no event with alcohol can occur without producing this proof.** Security guards will also be required and will require an additional charge; the rental manager will hire these guards on the renter's behalf.

Renters may not bring or serve their own alcoholic beverages under any circumstances. Alcohol may not be brought into the hall or taken out of the hall by the renter or any of their party at any time during their use of the facility.

Only beer and wine type drinks will be served. Mixed drinks are not allowed. Red wine is not allowed in either hall.

FOOD & DRINK

- Renters must use plastic or fabric tablecloths and cover all tables being used.
 - Table Dimensions:
 - Large Round (McMahon):
 - Medium Round (Gym):
 - Rectangular:
- Food may be served in all three locations. Food may be provided in the gym or O'Brien Hall but may NOT be prepared on site. **In addition, all serving tables for food and beverages must be placed on the tiled, back portion of**

McMahon Hall and O'Brien Hall. Renters must provide all dishes, utensils, and paper products.

- Drinks and refreshments MAY NOT be taken outside the facilities. No alcohol is allowed in McMahon Hall and may never be served to minors (anyone under the age of 21).
- Purple grape juice is not allowed in either hall.

DECORATIONS

- In McMahon and O'Brien Hall only freestanding decorations are allowed. In these halls no decorations may be attached to the walls, ceilings, doors, windows, or lights. No tape or fasteners are permitted, with the exception of 3M double-sided tape which may be used to fasten table cloths or decorations to tables (the tape must be removed after the event). Masking tape may be used to adhere decorations in the gym provided that all tape is removed. Confetti or paper/Mylar sprinkles are NEVER permitted in any parish facility.
- NO free standing lighted candles are allowed (Fire Marshall's rule). All lighted candles must be surrounded by glass or a protective covering.

CLEAN UP

Renters are responsible for their own clean up after using the facility. The facility must be left in the same manner as it was prior to renting. All trash is to be picked up and removed to receptacles outside the hall. The time used for clean up is considered part of the rental time. If the renter goes over their reserved time in order to clean up, additional charges may apply.

- All activities must end at the designated time; the facility must be closed at that time.
- Smoking is NEVER permitted in any of the Church facilities.
- The rental manager will turn off all lights and securely lock the building at your departure. Should you choose to leave before the designated time, please notify the rental manager by phone.
- Parish Groups: In accordance with fire laws, official parish groups should unbolt the rear green exterior doors near the kitchen to allow escape in case of a fire. It is the responsibility of official parish groups who use a facility to turn off the lights, lock and bolt all doors (double-checking even those that may not have been opened) and return any borrowed keys to the secretary or drop box at the rectory. Parish groups that use either hall should also arm the security system before leaving. The code and procedure may be given by the pastor to a representative from each group. This security system code and the keys to the facility loaned to parish groups should never be shared with others and never be duplicated.
- Your organization/group is responsible for the cleaning up of food, drinks, spills and decorations before you leave the hall. A vacuum will be made available to the renters.
- Please check and spot clean all restrooms.
- All trash MUST be placed in the dumpster near the entrance to McMahon Hall or in the dumpster behind the school in the parking lot. Please replace all trashcan liners with new ones found at the bottom of each can.
- All chairs and tables should be returned to their original locations.

- Wipe off all tables and chairs with hot, soapy water.

PARKING

Renters and their guests may use the general parking lots located behind the church, behind the school building and along the various streets. Events Saturday evening or on Sunday may use the gravel parking lot at the southeast corner of 27th and Leavenworth. This parking lot does not belong to the parish and must be kept clean.

50th WEDDING ANNIVERSARIES

In support of fidelity in marriage, the parish offers the rental of a hall or gym free* for the 50th Wedding Anniversary for currently registered and active parishioners. A refundable deposit is still required.

*The couple still needs to present or purchase insurance, pay for security guards if applicable, and pay \$50 for associated costs.

I, _____, have read the above rental policies of St. Peter Parish, understand them, and agree to act in compliance with them.

Signature of Renter

Date

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