

# OUR LADY OF CONSOLATION CATHOLIC CHURCH

## **Guidelines for rental of Parish Facilities and Equipment**

Our Lady of Consolation Parish has as one of its many goals to be a welcoming, warm and hospitable community of faith. That this spirit may continue to flourish, as our parish family continues to grow, each of us must assume the responsibility of caring for our facilities.

Many important events of parish life are celebrated here. We are pleased to offer parishioners use of the Holy Family Center, kitchen and meeting rooms for private events. The Holy Family Center enables us to “be a Christ centered Catholic Community that welcomes, serves, and guides people to a life of holiness.” -- Our Lady of Consolation Vision Statement.

We present the following rental policies to facilitate the best use of our building and grounds. This will enable us to render the best service to Our Lady of Consolation parishioners for years to come.

Individuals interested in renting areas need to begin the process by reviewing all the policies and procedures for use of the facility. (This document, rental agreement, kitchen use document and checklist are available on [www.olcparishrockford.com](http://www.olcparishrockford.com) website.) Contact the Parish Office Administrative Assistant to check for date availability. If the date is available you should make an appointment to review the rental agreement and make the required deposit. A copy of the rental Agreement will be provided to the renter. Rental payments must be received by the Parish Office Administrative Assistant no later than two weeks prior to the scheduled event.

## **I. ORGANIZATIONS & PERSONS ELIGIBLE TO USE OR RENT THE FACILITIES OF OUR LADY OF CONSOLATION PARISH.**

- A. Parish Organizations: This includes all groups or organizations officially established by Our Lady of Consolation Parish or affiliated organizations supported by parish ministries.
- B. OLC Parishioners: Available to active, contributing members of Our Lady of Consolation Parish whom have been registered for more than one year. Permitted Events for Parishioner Rental include receptions for wedding, anniversaries, birthdays, similar celebrations or others with the approval of the Pastor.
- C. Other Events: Our Lady of Consolation Parish wishes to be supportive of community groups and activities. As such, its meeting facilities may be available for use by community organizations and groups on an "as available" basis. Given the demand for meeting places within our own parish ministries, it may be possible to reserve single dates, not a multiple meeting schedule. The parish charges a security deposit and rental fee and requires a liability waiver or liability insurance. Inquiries regarding the availability of parish facilities should be addressed to the Parish Office Administrative Assistant with the understanding that approval is subject to the review of the pastor.

## **II. PERIODS AND HOURS OF USE:**

- A. Weekday periods: Monday through Friday
  - 1. Non-school hours: During the school year, priority is given to school, faith formation and athletic activities in the early evening.
- B. Weekend periods: Saturday and Sunday (subject to availability and parking).
  - 1. Saturday: 7:00AM to 4:00PM, 6:30PM to 12:00AM Sunday. Music/entertainment and bar are to close at 11:00PM allowing time for cleaning and vacating by 12:00AM closing time.
  - 2. Sunday: 1:30PM to 4:00PM.
  - 3. Setup and cleanup must take place during this time period.

### III. SCHEDULING THE FACILITY

- A. Reservations for using any facility of the Parish are made with the Parish Office Administrative Assistant. Non parish sponsored events will not be scheduled more than 6 months prior to the event.
- B. Scheduling priority is based on Parish Worship, Parish School, Faith Formation, and parish ministry needs. Scheduling will be coordinated by the Parish Office Administrative Assistant.
- C. When two or more parish members are requesting use of the facility on the same or overlapping dates, priority will be given to the first requesting member.
- D. A reservation is confirmed when the signed and dated rental agreement form and security deposit are received.
- E. A Special Events Insurance Policy through Michigan Catholic Conference is mandatory when a non-sponsored parish group (i.e. graduation party, wedding reception, etc.) is hosting a function. This special events policy is required for **each day** of the event.

### IV. ALCOHOL:

- A. If alcohol is being sold or any charge whatsoever, including entrance charge, is made to gain admission to an event where the selling, serving or furnishing of alcoholic beverages will take place, a special liquor license must be obtained through the Michigan Liquor Control Commission - Licensing and Enforcement Division or local police department. A copy must be on file at the Parish Office at least one week prior to the event.
- B. **NO** alcoholic beverages may be served to minors. Violations may result in immediate termination of the building use. Alcoholic beverages are permitted only if the bar is serviced by a bartender who is not a family member. Bartenders are hired by the rental party and must be at least 21 and not themselves drinking on the occasion. The renter is responsible for the conduct of the guests. We reserve the right to address disorderly conduct. If the situation is not resolved, those involved will be asked to leave the premises. Alcoholic beverages are **NOT** permitted outside of the facility rented.
- C. "BYOB" (Bring Your Own Bottle) functions are not permitted. The bar **must** be closed at least one hour before the end of the event.

## V. SET-UP AND CLEAN-UP OF ALL PARISH FACILITIES

- A. Tables and chairs are set up and taken down by the rental party. The rental party is responsible for returning the room to the condition in which it was found. This includes bagging trash and placing in dumpster, wiping tables and chairs and clean up of any spills or material on the floor.
- B. Clean up will be done immediately after the activity has finished.
- C. A security/clean-up deposit of \$100.00 will be charged to all rental groups. A clean-up fee of \$50.00/hr. will be charged to any group if facility is not cleaned up, and will be deducted from the security/clean-up deposit. The security/clean-up deposit will be refunded after the Facility Manager approves all clean-up and determines that no damage has occurred.
- D. The person responsible for the use of the facilities will see that these rules have been complied with. If not, \$50.00/hr. will be charged for the required cleaning, and replacement cost of any items will also be charged.

## VI. RENTER RESPONSIBILITIES

**No smoking is allowed on premises. This is a smoke-free environment.**

- A. The rental party is to remain in the room rented. Rental of one room does not give rental party access to other areas of the parish. The restrooms are for common usage regardless of different activities that may be taking place at the same time. All requesting groups are responsible for leaving the restrooms in clean condition.
- B. Children must be under parent's guidance at all times and not be left to roam through the building or classrooms. If the children use the playground they are to be supervised by an adult.
- C. The rental party is responsible for all clean up, including the kitchen (if used) and restrooms, equipment and trash removal. All beverage containers and bar supplies are to be removed from the building the day of the rental.
- D. Observe all safety and fire protection rules in the kitchen.
- E. Preventing and controlling any unruly or disruptive guests and the removal from the premises of any disruptive or unruly guests.

## **VI. RENTER RESPONSIBILITIES**

- F. Vacating rented rooms at the appointed hour or by 12:00AM.
- G. Music/entertainment and bar are to close at 11:00PM, allowing time for cleaning and vacating the premises by 12:00AM closing time.
- H. Make all necessary arrangements with musical groups or any forms of entertainment. Musicians and entertainers must provide their own equipment.
- I. No red beverages.
- J. All beverages are to remain in the room where the event is being held. The person responsible for making the reservation assumes responsibility for any beverage served to minors, over-indulgence or damage to the premises.

## **VII. DECORATIONS**

- A. Decorations that require nails, tacks, tape on walls or ceiling are not permitted. If tape is used to secure table coverings, the renter is responsible for removal. No confetti or glitter is to be used on tables, etc.
- B. Due to fire hazard, use of candles will need prior approval.

**Our Lady of Consolation Parish assumes no responsibility for any lost, stolen or damaged articles in the use or rental of any parish facility.**

**RENTAL FEES (Subject to Change):**

<u>FACILITY</u>	<u>RENT</u>	<u>LIABILITY INS.</u>	<u>SECURITY DEPOSIT</u>
Family Center	\$200.00	\$100.00	\$100.00
Kitchen	\$150.00	\$100.00	\$100.00
Gym	\$100.00	\$100.00	\$100.00
Kateri Lodge	\$150.00	\$100.00	\$100.00
Meeting Room	\$ 50.00	\$100.00	\$100.00

A cleaning list will be given to all renters when the key is picked up. This cleaning list will then be returned to the parish office with the key after the event, no later than 3:00 p.m. the following day, or Monday following the event in the case of weekend use.

I have read these guidelines and agree to all terms stated herein.

---

Signature of renter Dated

---

Parish Office Administrative Assistant Dated