



CHURCH OF THE
ANNUNCIATION

FACILITY USE POLICY

I. POLICY

It is the policy of Church of the Annunciation (the “Parish”) to encourage the use of the Facility for Parish programs, by Parishioners and employees of the Parish. The Parish will also consider renting to other Community Entities / Members if space is available and the use complies with Annunciation guidelines.

Fees for use of the Facility may take into consideration security, public safety, cost to the Parish and others appropriate factors as approved by the Parish Pastor and/or Parish Facilities Committee.

The Parish has established this Facility Use Policy for reserving and utilizing space. It is imperative that the Facility be utilized in the most efficient and effective manner to satisfy the Parish’s vision, mission and goals. Any use of the space that is opposed to the Parish vision, mission and goals will not be allowed to rent Parish facilities.

Facility rules and regulations under this Policy shall apply to all property owned and managed by the Parish and shall be in effect at all times except for those rules and regulations that affect the current and customary uses by the School, Church and Cemetery as determined by the Parish Pastor and/or Parish Facilities Committee.

II. DEFINITIONS

Applicant shall mean the person or entity entering into a Use Agreement that is attached hereto as Exhibit A for use of the Facility or part thereof.

Community Entity / Member shall mean outside entities / members not directly affiliated with the Parish who desire to use Parish facilities.

Damage/Cleaning Deposit shall mean the sum paid by the Applicant as set forth in Paragraph V.

Down Payment shall mean the non-refundable sum paid by Applicant to reserve its use of the Facility.

Event Coordinator shall mean that person or person(s) designated and employed by the Parish that has authorization to make decisions for the Parish regarding use of the Facility.

Facility shall mean, the Church, Pastoral Center, School, Residence, parking lots and property owned by Church of the Annunciation and all property owned and operated at 501, 509, 525 and 609 West 54th, Minneapolis, MN.

Fee shall mean all amounts, including the Hourly Fee, Down Payment and Damage/Cleaning Deposit charged by the Parish for use of the Facility and as described in Paragraph V of this Policy.

Parish Facilities Committee shall mean the committee that assists in providing facilities leadership to the Parish.

Parish Programs shall mean those programs that are organized and governed by the Parish such as Faith Formation and Pastoral Care.

Parishioners shall mean those individuals who are registered members of the Parish.

Use Agreement shall mean that agreement executed by the Applicant and Parish for use of the Facility. The form of Use Agreement is attached as Exhibit A.

Special Events Coverage shall mean that general liability coverage for special events available through the Archdiocese of St. Paul/Minneapolis to the Applicant for a cost of \$110.00 per Event.

III. SCHEDULING PRIORITY

When possible, the Parish will be given first priority in reserving space for its programs. Parish staff will be requested to reserve program space for the upcoming year's activities as early as possible. Thereafter, Parishioners and other Community Entities / Members will be allowed to reserve space for the upcoming year. If any question arises with respect to scheduling priority, the Parish Pastor, in its sole discretion, shall have the right to make such determination.

No political events of a partisan nature will be allowed at the Facility. No organization who opposes or goes against the Parish mission.

IV. SCHEDULING PROCEDURES/FEE PAYMENT

- 1.) The Event Coordinator shall be responsible for the scheduling of the Facility. The Use Agreement may be obtained from the Event Coordinator. All requests including use by Parish staff must be submitted to the Event Coordinator on the Use Agreement form. Events held at the Facility may not conflict with any weekend liturgies held at the Church.
- 2.) The Use Agreement must be completed, signed and returned with the Down Payment, if any, to the Event Coordinator by mail or in person as soon as possible. The Event Coordinator 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 30 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.) Room set-up requirements, including audio/visual needs, number of attendees, food and beverage service, and any other requests must be provided to the Event Coordinator 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 the Event Coordinator, an additional fee may be charged.
- 4.) Either a written confirmation or rejection of the Use Agreement will be sent to the Applicant.
- 5.) The Event Coordinator will coordinate with the Applicant any access to the Facility(s) for decorating prior to the Event.
- 6.) The Use Agreement is nontransferable and is restricted to the stated hours and intended use of the Facility.

V. FEE SCHEDULE

Applicants who are defined as Parish Programs in this Policy shall not be charged any Fee unless the Parish incurs any cost as the result of a special request by the Applicant.

Parishioners and Community Entities / Members renting the Facility for uses will be charged per the Use Fee Table in Exhibit A and is payable as provided in Paragraph IV of this Policy.

In addition to the Fee, Applicant shall be required to pay the following:

- 1.) Down Payment equal to \$150.00 but in no event shall the Down Payment exceed the expected total amount of the Use Fee. 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.
- 2.) Damage/Cleaning Deposit of \$250.00, which must be paid 30 days prior to the Event to assure that the Facility is maintained in as good order and condition and state of repairs, reasonable wear in use excepted as the same now are or may be completed by the Parish. The Damage/Cleaning Deposit shall be returned to the Applicant 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

Checks returned for non-payment are subject to a service charge not exceeding \$20.00. It is the policy of the Parish that it will accept and welcome any donations related to the use of the Facility.

VI. EQUIPMENT USE

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 apparatus or equipment is moved into the Facility. Such apparatus or equipment must be removed promptly after Event.

VII. INSURANCE AND INDEMNIFICATION

Insurance: Applicant shall be required to provide the parish with a certificate of liability coverage with a minimum coverage of \$1,000,000. This certificate of insurance should name Church of the Annunciation 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 in the attached, completed form and a check for \$110.00 made payable to: ADSPM Irrevocable Trust. Payment and application must be

sent to: Catholic Mutual Group, 267 E. 8th Street , #300, St. Paul, MN 55101. Coverage must be confirmed at least 14 days prior to the event.

Indemnification of the Parish by Applicant: Applicant hereby agrees to hold the Parish, 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 Applicant has provided protection in the amount of at least \$1,000,000 against this obligation to hold the Parish harmless through the insurance coverage provided by Applicant as set forth in Paragraph VII above. The Applicant agrees to sign the Catholic Mutual Indemnification Form attached as an Exhibit B.

VIII. GENERAL POLICIES AND PROCEDURES

1.) Parish Staff. The Event Coordinator shall make arrangements for the attendance of the custodian and/or the contact person at the Event. This person will assist with clean-up, lock the Facility after the Event and provide special assistance during the Event. The cost of the custodian's salary is included in the Fee. Use of the Facility is contingent on the availability of the custodian.

2.) Alcohol Beverages. Except as otherwise permitted by law, alcohol may not be served at the Facility except for ceremonial toasts and then only with the prior approval of the Event Coordinator.

3.) Security/Supervision. The Parish reserves the right to determine if a security and/or police officer will be needed in connection with the Event and the number that will be required. At the sole cost and expense of the Applicant, Applicant shall retain the services of a security and/or police officer as required. If the Parish determines that a security and/or police officer is required and Applicant fails to retain a security and/or police officer, the Parish shall have the right to terminate the Use Agreement. Public access to the Facility shall be through the west entrance doors.

4.) Use of Kitchen. A commercial kitchen is located in the Church. Only professional 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 Event Coordinator. 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.

If a professional caterer is used, the catering company must provide Church of the Annunciation with a certificate of liability insurance with a minimum coverage of \$1,000,000.00.

Food preparation is allowed only in the kitchen. No red punch can be served. Service of coffee or light refreshments in multi-purpose rooms of the Facility is permitted without charge if the kitchen facilities and equipment are not used.

If a professional caterer is not retained by the Applicant, Applicant understands that use of the kitchen requires: a.) presence of a Minnesota licensed caterer's staff member at all times while the kitchen is being used; and b.) compliance with the Parish's licensing policies and procedures.

If the kitchen is not cleaned properly, cleaning costs may be deducted from the Damage/Cleaning Deposit. And additional charges may apply.

5.) Decorations. 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 prior to the closing time of the Event. If the Parish stores anything for the Applicant following the Event, an additional Fee may be deducted from the Damage/Cleaning Deposit. The use of candles is strictly prohibited.

6.) Clean up. The Applicant is required to leave all areas in a reasonably clean and orderly condition at the end of the Event. The Applicant is responsible for bagging all trash and wiping down the tables. Parish staff will make available 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.

7.) Soliciting/Advertising. Soliciting is not permitted in the Church or the Facility except as designated by the Parish Pastor. Any advertising will only appear on easels as approved by the Event Coordinator.

IX. FACILITY RULES AND REGULATIONS.

1.) Smoking is allowed only in the parking lot. Smoking is not allowed near any entrance or inside the Facility.

2.) Guests should leave the Facility so that clean up can be completed and the Facility is vacated by 12:00 midnight.

3) 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.

- 4.) Persons in attendance must confine themselves to areas permitted for use. Adults are responsible to keep children in permitted areas only. Disorderly conduct is prohibited.
- 5.) All local and state ordinances and laws of the police and fire departments must be observed.
- 6.) The Parish is not responsible for lost or stolen articles.
- 7.) The Parish shall have the right to refuse the use of the Facility by any Applicant, in its sole discretion.
- 8.) Applicant and all guests should be respectful of neighborhood community.

X. MISCELLANEOUS

The Applicant agrees that the Use Agreement is subject to all rules and regulations of the Parish. The rules and regulations contained within this Policy may not be waived except in writing and attached to the Use Agreement and signed by the Parish.

The pastor, Event Coordinator and/or the Parish Facilities Committee will make any interpretation or approval required by this Policy.

EXHIBIT A – USE FEE

**Church of the Annunciation
Facility Rental Charges**

<u>AREA</u>	<u>PARISHIONER (*)</u>	<u>OTHER COMMUNITY MEMBER / ENTITY (*)</u>
CHURCH BUILDING		
SANCTUARY	\$300.00	\$450.00
COMMUNITY ROOM	\$300.00	\$450.00
KITCHEN	\$100.00	\$150.00
MARION DINING ROOM	\$75.00	\$112.50
VISITATION ROOM	\$75.00	\$112.50
ANGELUS ROOM	\$75.00	\$112.50
SCHOOL BUILDING - including Spirit Center(SC)		
AUDITORIUM	\$300.00	\$450.00
CONFERENCE ROOM (SC)	\$100.00	\$150.00
GYM	\$50 / HR	\$100 / HR
DAMAGE DEPOSIT		
(Refunded 7 days after event, if there is no damage.)	\$150.00	\$150.00
TOTAL RENTAL:		
# OF PEOPLE:	_____	
# OF TABLES/CHAIRS:	_____	
MAINTENANCE: REQUEST QUOTE		
TABLE SET UP	\$50.00	
KITCHEN SUPERVISOR	\$30.00/HR	x _____ HR =
CLEAN UP/TRASH REMOVAL	\$80.00	
CUSTODIAL FEES	\$30.00/HR	x _____ HR =
OVERTIME FEE	\$35.00/QTR HR	
<u>TOTAL RENTAL & MAINTENANCE:</u>		

* rate for up to 3 hours - additional hours billed at \$75 / hour (except as where otherwise noted)

Catholic Mutual...CARES

FACILITY USAGE/INDEMNITY AGREEMENT

The Facility Usage/Indemnity Agreement must be used when non parish sponsored or affiliated groups use parish facilities on a short-term basis. The following groups are examples of non parish sponsored or affiliated groups that should sign the Facility Usage/Indemnity Agreement:

1. Girl Scouts, Knights of Columbus, American Legion or other similar organizations that use parish facilities for meetings or fundraisers.
2. AAU sport teams or non-parish sponsored sport classes/clinics.
3. Parishioner and non-parishioner families that rent or use parish facilities for wedding receptions, family reunions, anniversary parties or other similar activities. (In lieu of signing the Facility Usage/Indemnity Agreement, a parishioner or non-parishioner family would be eligible to purchase "special event" liability coverage through your parish via Catholic Mutual.) Please note that funeral luncheons are parish sponsored events.
4. Any other organization, municipality or county organization that uses parish facilities for a meeting or function that is non-parish sponsored.

The Facility Usage/Indemnity Agreement requires the facility user to provide the parish with a certificate of insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence. This certificate of insurance must name your parish and the Arch/Diocese as an additional insured. It is not adequate to obtain a certificate of insurance, which names the parish as a "certificate holder."

It is often asked what criteria an organization must meet to be parish sponsored or affiliated. In the event of an insurance claim involving a potential non-parish sponsored activity, the following questions would be asked to further determine if a group was parish sponsored and eligible for insurance coverage:

1. Did the parish have full control over the group or function?
2. Did any costs or fees associated with the function flow through parish accounts?
3. Was the function or group open to all parish members?
4. Was the purpose of the function or group to facilitate learning, raise revenue for the parish or provide a social service on behalf of the parish?
5. Was the teacher or leader of the group a parish volunteer or employee?

In general, a group, which does not meet the definition of an affiliated organization or is unable to answer the above five questions in the affirmative would not be parish sponsored. Accordingly, that group must sign the Facility Usage/Indemnity Agreement and supply the parish with the necessary insurance documentation.

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: _____

PARISH is understood to include the Arch/Diocese of _____

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 USER'S 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.

If FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. This paragraph does not relieve FACILITY USER's responsibility to comply with the above (second) paragraph.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____

**ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS
APPLICATION FOR SPECIAL EVENTS COVERAGE**

Name of Parish or Institution: _____

Date of Event: _____

Street Address: _____

(No P.O. Boxes) _____

City/State: _____ ZIP Code: _____

Telephone: _____

Type of Special Event (Example: wedding reception, anniv. party, etc. - Please Specify): _____

Time of Event: From _____ To _____

Approximate Number of Participants: _____

Is Liquor Being Served? _____
Yes _____ No _____

Is Food Being Served? _____
Yes _____ No _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage _____

(Please **Print** Lessee Name(s) or Organization)

(If a band is applying for coverage, please indicate genre.)

Lessee (Additional Insured) Contact Person:

Name: _____

Street Address: _____

City/State: _____ ZIP Code: _____

Telephone: _____

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly) _____

*Please be sure to complete each required field in the top portion of this form.
Failure to do so may result in a delay or denial of coverage.*

The Special Events Coverage provides \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability & \$500,000 Property Damage Liability coverage per event (not per claim). **Submission of application does not bind coverage-all events are subject to approval.**

This coverage is underwritten by **Nationwide Mutual Insurance Company**.

Cost of Coverage: \$110 Per Event *Please note: Fees are subject to change on July 1 of each year. Previously scheduled events will be billed for amount of increase.*

Coverage does not apply to certain events such as, but not limited to:

- Political Rallies
- Any carnival event
- Hip-Hop or Rap Bands (Except Christian Hip-Hop or Rap)
- Fireworks & fireworks displays
- Events involving alcohol being sold
- Sporting events including tournaments & camps
- Events with attendance of more than 1,000 persons
- Events which exceed 72 hours in duration
- Events involving pool or lake activities
- Events involving recreational vehicles
- Events organized or operated by professional promoters/performers
- Events involving BYOB (bring your own bottle)
- Events where a fee or admission is charged, unless all proceeds go to charity
- Amusement rides, including mechanically operated devices, trampolines, rebounding & bungee devices

NOTIFICATION OF AN EVENT MUST REACH THE CATHOLIC MUTUAL ST. PAUL SERVICE OFFICE
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT

Please make check payable to: ADSPM Irrevocable Trust

**COMPLETE AND RETURN THIS FORM TO: Catholic Mutual Group
267-8th Street East
St. Paul, MN 55101**

Please report all claims to C.M.G. Agency, Inc. Claims Department at 651-290-1605.

Approving Location: ST. PAUL, MN Phone No.: 651-290-1605 Fax No.: 651-290-1602

DISTRIBUTION: Original: C.M.G. Agency, Inc., Copies to Lessee and Parish or Institution

INSURANCE COVERAGE FOR SPECIAL EVENTS

Persons or groups renting parish property for a special event, such as a wedding reception, graduation party, community event, organizational meeting or other similar events, must have insurance to cover their event. If the event involves more than 50 people and/or alcohol, they must provide a Certificate of Insurance as proof of this coverage in the amount of at least \$1,000,000 Bodily Injury & Property Damage Liability Insurance and Host Liquor Liability (if liquor is being served). Homeowners Insurance will usually cover these types of events (renters should check with their Homeowners insurer to verify that their policy limit is sufficient to cover these events).

Special Events Coverage is available for purchase at \$110 per event by persons who do not have Homeowners Insurance or Renters Insurance to cover their event. Please refer to the updated Special Events Application for the types of events that do not qualify to purchase the coverage. When in doubt, please call our office if you have questions about what type of events are acceptable. Overnight events may be charged an additional fee. Please keep in mind that the fee for Special Events Coverage is subject to change from year to year, as the underwriters of this insurance may increase the fees that they charge to the Archdiocese. Since the policy year starts and ends on July 1, please remind persons who plan their rentals in advance that this fee may increase and that they will be responsible for the full amount.

Renters hosting events that cannot be covered by the Special Events Coverage will need to purchase coverage through an independent agent/insurance company and they must provide the church with evidence that they have purchased that coverage. A copy of the Certificate of Insurance should be given to the church and a copy should be sent to our office for approval, prior to the event, to be certain that they have adequate coverage.

Before your renters purchase the \$110 coverage, they should check with their Homeowner's Insurance agent to ask if their policy will cover their event. Their agent can then provide them with a Certificate of Insurance as evidence of their coverage. The Certificate should indicate the amount of coverage they have, the dates of coverage, the date of the event, type of event and include Host Liquor Liability, if alcohol is being served. Preferably, the certificate should name the church as "Additional Insured" for that specific event. The renter should then give the Certificate of Insurance to the church prior to the rental and a copy must be sent to our office for approval *at least 15 days prior to the event.*

There is no liability coverage available for the sale of liquor through a "cash bar" for your renter's events. It is against the law to sell liquor without a liquor license and only a licensed and fully insured liquor provider can dispense and sell alcohol for profit. Alcohol may be served at special events, but it may not be sold.

It is vital that individuals and groups using the parish facility for their own personal/business interests have appropriate insurance coverage in place, for their own protection as well as the parish's protection. Therefore, whenever you have questions, please call our office, (651) 290-1605.