

ST. MICHAEL'S CATHOLIC COMMUNITY

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Hall Rental Policy

Abusing any of these rules or Regulations may result in immediate termination of the event(s).

A. GENERAL

1. All requests for facility use must be made through the parish administration office at least 2 weeks prior to the event. A signed Request Form must be submitted by this time.
2. Anyone requesting long-term use of facilities (such as practices, classes, etc.) may make one initial request to cover the desired time span, with updates submitted as needed.
3. Priority is always given to Parish ministries and organizations.
4. Limit Capacity is 250 persons.

B. PERIODS AND HOURS OF USE:

1. Set up and clean-up must take place during the following time periods:
 - a. Monday – Thursday: 8:00 a.m. – 8:00 p.m.
 - b. Friday – Saturday: 8:00 a.m. – 1:00 a.m.
 - i. Music/Entertainment and bar are to close no later than 11:30 p.m. allowing time for guests to leave and cleaning to occur.
 - c. Sunday: 10:00 a.m. – 8:00 p.m.

C. RESPONSIBLE PARTY

1. All events must have a designated individual listed as the “person in charge.”
2. This person will be in attendance for the duration of the event.
3. This person oversees all rules and duties.

D. RENTER RESPONSIBILITIES

1. Be aware of the specifics listed on the request form and the policies listed herein.
2. **Keys** - Make arrangements for entry into the facilities requested. Keys can be checked out from the parish office and must only be in possession of the person in charge. It is illegal to duplicate these keys. Keys must be returned in the Lock Box just outside the parish office immediately following the event and before you leave.
3. **You must remain in attendance** for the duration of the event. Monitor the use of facilities, especially the kitchen and restrooms. Be responsible for restricting use of areas and equipment only to those authorized on the form.
4. **There is NO smoking** in the building. Smoking is only permitted outside the Parish Family Center doors in a designated area. A container for discarded items should be used by your guests. Failure to do so may result in a forfeiture of the security deposit.
5. **Supervise clean-up.** All tables and surfaces must be wiped down. Tables and chairs must be returned to their storage places. All floors must be swept or vacuumed. (see the “Saint Michaels Facilities After Event Check List” for a more complete list)
6. **Make sure trash is removed** in a timely and efficient manner. All garbage canisters must be emptied. The dumpster is located behind the building.
7. **Report any and all injuries**, damages, and/or infractions of these rules and regulations.
8. **Properly secure the building** at end of event. Do a walk-through of the entire facility including the school, family center, and church to make sure *all exterior doors are locked and personal belongings are removed.*

E. FOOD, CATERERS AND ALCOHOL

1. Caterers must comply with the requirements of the State Health Department.
2. Monitor appropriate use of food consuming area. Food and beverages cannot be taken into the school or church areas or hallways.
3. Observe all safety and fire protection rules in the kitchen.
4. If alcohol is being sold in any way or any charge whatsoever (including entrance charge) is made to gain admission to an event, a special liquor license must be obtained through the Michigan Liquor Control Commission. A copy must be on file at the Parish Office at least one week prior to the event. Liquor licenses can only be granted to organizations, not to individuals.
5. A licensed bartender is not required if you are only serving beer and wine, but the person in charge must monitor its distribution and consumption. Liquor and mixed drinks may only be served by a licensed bartender. In no instance should a bartender be allowed to drink alcoholic beverages.
6. BYOB functions are NOT allowed.
7. Alcohol should never be served to an individual who is under the legal drinking age of 21 or any person who is visibly intoxicated.
8. The bar must be closed at least one hour before the end of the event.
9. Safe transportation should be promoted.
10. Alcoholic beverages are NOT permitted outside the facility rented.
11. Any violations to these rules may result in immediate termination of the building use.

F. DECORATIONS

1. Monitor the use of decorations. Do not use tape on the floors (it will damage the wax finish) Decorations that require nails, tacks, putty, tape, etc. on the walls are NOT permitted.
2. Decorations or equipment may not cover heating controls, vents or exit doors.
3. Rental party is responsible for bringing their own table coverings. Tape may be used to secure table coverings, but the renter is responsible for removal. No confetti or glitter may be used on tables, etc.
4. Extension cords must be covered by painters tape (not duct tape) to prevent tripping.
5. Candles must be contained in glass containers.

G. SET-UP AND CLEAN-UP

1. Tables and chairs are set up and taken down by the rental party. The rental party is responsible for returning the family center, kitchen, and storage room to the original setting.
2. All tables, chairs and counters must be properly cleaned prior to storage.
3. All trash must be bagged and placed in the dumpster outside behind the storage room off the kitchen.
4. A complete checklist for clean-up is provided and must be signed and returned to the Parish Office drop box (along with the key) at the conclusion of your event. You will not get your security deposit back unless we receive the signed checklist and key.

H. FEES AND INSURANCE

Type of Event:	Parishioner Rental Fee:	Non-Parishioner Rental Fee:	Liability Insurance:	Security Deposit:
Small Family Parties such as Reunions, Grad Parties, Showers, etc.	\$50.00	\$100.00	\$100.00	\$50.00
Wedding Receptions (Max 250 guests)	\$500.00	\$750.00	\$100.00	\$250.00

1. **The Rental Fee** check is made payable to St. Michael’s Church and is due no later than 2 weeks before the scheduled event.
2. **The Security Deposit** is required to secure your date. The deposit is refunded after the event. The after event checklist must be filled out and returned. This check is made payable to St. Michael’s Church.
3. **Liability Insurance:** Private events not sponsored by the parish are assessed a fee of \$100 by Michigan Catholic Conference to cover temporary liability insurance. Forms are available in the parish office. *Please make this check payable to Michigan Catholic Conference.*

OR

Insurance requirements can be met through “person in charges” homeowner’s insurance company with a certificate of insurance showing the following information:

- Date and type of event
- Liability coverage must be at least \$1,000,000.
- If alcohol is being served, the certificate must read:
 - Host Liquor Liability is included
- All of the following must be name as ADDITIONAL INSURED:
 - St. Michael’s Catholic Church
 - Diocese of Grand Rapids
 - Most Reverend David Walkowiak

For Extended Use or Reoccurring Events (Non-parish events hosted by a parishioner or affiliate of St. Michael’s, such as sports practices, classes, etc):

A usage fee may apply and will be agreed upon by the parish and the party using the facility. Events hosted by Non-Profit Organizations (example: Knights of Columbus, Scouts, Divine Providence Academy, etc) do not need additional liability insurance.

St. Michael’s Parish Rental Policies and Fees are subject to change.