

ACTIVITIES BUILDING AND GROUNDS FAMILY CENTER USE POLICY

The Activities Center and Family Center enables us to "live our Faith actively as a Christian Community...We strive to give living expression to the Kingdom of God in our midst by serving...and sharing in such a way that all would feel welcome to join us in our Pilgrimage of Faith". -- Our Lady of Consolation Mission Statement.

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. Our Lady of Consolation Parishioners: Available to active & contributing members of Our Lady of Consolation Parish whom have been registered for more than one year.

C. Use by Outside Organizations: 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 is usually possible to reserve single dates, not a multiple meeting schedule. Depending on the meeting facility requested and the organization involved, the parish may charge a rental fee and require a liability waiver. Inquiries regarding the availability of parish facilities should be addressed to the business manager with the understanding that approval is subject to the review of the pastor.

D. Permitted Events for Parishioner Rental: Activities include receptions for wedding, anniversaries, birthdays, similar celebrations or others with the approval of the Pastor.

II. SCHEDULING THE FACILITY

A. Reservations for using any facility of the Parish are made with the Parish Office. Non parish sponsored events will not be scheduled more than 6 months prior to the event. The Parish Office will maintain an accurate calendar for this purpose.

B. Scheduling priority is based on Parish Worship, Parish School and Faith Formation needs. Scheduling will be coordinated by the Parish Office.

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 the required security/clean-up deposit are received.

E. Groups affiliated with Our Lady of Consolation Parish are not subject to the rental fee. However, they will be liable for any damages incurred while using the facilities.

F. 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.

ALCOHOLIC BEVERAGES:

G. If 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 prior to the event. BYOB functions are not permitted. The bar **must** be closed at least one hour before the end of the event.

III. 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: 7:00 AM to 4:00 PM, 6:30 PM to 1:00 AM Sunday. Music/entertainment and bar are to close at 12:00 midnight allowing time for cleaning and vacating by 1:00 AM closing time.

2. Sunday: 1:30 PM to 4:00 PM.

3. Setup and cleanup must take place during this time period.

C. There will be no building usage or rental during worship services or Holy Week except for Religious activities.

IV. SETUP AND CLEANUP OF ALL PARISH FACILITIES

A. The setting up and taking down of tables as well as the general clean up of these rooms will be the responsibility of the individual or group using that area.

B. Clean up will be done immediately after the activity has finished and trash put in the dumpster.

C. A security/clean-up deposit will be charged to all rental groups. A clean-up fee of \$20.00/hr. will be charged to any group if clean-up does not meet the standards of the Maintenance Department, and will be deducted from the security/clean-up deposit. The security/clean-up deposit will be refunded after the Maintenance Department approves all clean-up and determines that no damage has occurred.

D. Renter will be responsible for any/all damages and repairs.

V. PARISH GROUPS AND RENTAL PARTY RESPONSIBILITIES

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. 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.

C. Report all personal injuries or accidents immediately to the Parish Office.

D. Observe all safety and fire protection rules in the kitchen.

E. Preventing, controlling any unruly or disruptive guests and the removal from the premises of any disruptive or unruly guests.

F. Vacating rented rooms at the appointed hour or the latest on weekends is 1:00 AM. Music/entertainment and bar are to close at 12:00 midnight, allowing time for cleaning and vacating the premises by 1:00 AM closing time.

G. Make arrangements with the Parish Office for opening doors for early party setup, deliveries and preparations of the rooms.

H. Make all necessary arrangements with musical groups or any forms of entertainment.

I. 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.

J. The selling, serving or furnishing of alcoholic beverages brings about the following legal obligations:

1. Do not serve anyone under the age of 21.
2. Do not serve anyone who is visibly intoxicated.
3. Do not serve anyone whom you have reason to believe is intoxicated.

The obligation not to serve alcoholic beverages to an individual requires planning and implementation to monitor the event properly. At no time should a "BYOB" (Bring Your Own Bottle) be allowed since there is little or no manner in which to control consumption.

K. No smoking is allowed. This is a smoke-free environment.

L. Nails, tacks, tape, etc. will **not** be used on any walls, ceilings, doors or windows in the facility. Decorations are limited to table tops only or free standing.

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

N. Use of Our Lady of Consolation phones is strictly prohibited except for emergency use only.

VI. RENTAL FEES (Subject to Change):

<u>FACILITY</u>	<u>RENTAL FEE</u>	<u>SECURITY DEPOSIT</u>	<u>LIABILITY INS.</u>
Family Center	\$200.00	\$250.00	\$100.00
Kitchen	\$150.00	\$250.00	\$100.00
Gym	\$100.00	\$250.00	\$100.00
Meeting Room	\$ 50.00	\$100.00	\$100.00

- ❖ If renting more than one facility (i.e. Family Center and Kitchen), only one security deposit and liability insurance is needed.
- ❖ The security deposit is to be paid at the time the reservation is accepted.
- ❖ Liability Insurance and rental is to be paid two weeks prior to the event.
- ❖ The security deposit will be refunded provided all clean-up is complete and no damage has occurred.