

# St. Mary's Hall – St. Martin Room Policies Parishioners

---

(Effective March 6, 2014)

Please Note: St Mary's Hall is a **Smoke Free Building** for all activities.

SCHEDULED EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

Contact Name: \_\_\_\_\_ PHONE # \_\_\_\_\_

St. Mary's Hall Committee Member: \_\_\_\_\_ PHONE # \_\_\_\_\_

**A. Church events such as Funeral Dinners and other Parish activities set precedent to St. Mary's Hall usage. Please be aware of this and be willing to work with the St. Mary's Hall Committee. If a conflict arises we will do everything possible to work out an amicable solution for all parties involved.**

**B. Parishioners will use the Non-Parishioner form if hall is used for Profit or Business Meetings.**

**C. SUGGESTED DONATION TO HOLD EVENT DATE**

*(will be deposited)*

**\$100**    \$           

1. Suggested Holding Donation check is required at time of reservation.
2. Is Refundable 30 days prior to event date in case of cancellation.
3. Cleaning and Shut-down instructions will be given to user when reservations are made.

**D. RIDER INSURANCE FROM CATHOLIC MUTUAL**

**\$95**    \$           

*Liability insurance must be secured for any private event. This includes signing a Facility Usage/Indemnity Agreement available at the parish office. The individual/business holding the event can provide a Certificate of Liability Coverage for \$1 million that lists Immaculate Conception Church and the Diocese of Rapid City as additional insured parties or the individual/business will need to purchase RIDER INSURANCE FROM CATHOLIC MUTUAL as mandated by the Diocese of Rapid City. A check made payable to Immaculate Conception Church along with the necessary forms must be returned to the parish office 20 days prior to the scheduled event. Deposit is Refundable 2 business days prior to event date in case of cancellation.*

**Parishioners**

SUGGESTED  
DONATION

- |   |       |          |
|---|-------|----------|
| E. St. Martin Room (without kitchen)      | \$ 75 | \$ _____ |
| F. St. Martin Room (with kitchen)         | \$100 | \$ _____ |
| G. St. Martin Room - Set up day (per day) | \$ 25 | \$ _____ |

H. **Portable PA system Usage** \$ 25 \$ \_\_\_\_\_

- a. Arrangements to use the PA system must be made at the time of St. Mary’s Hall booking of event.

SUBTOTAL \$ \_\_\_\_\_

**TOTAL DONATION FOR ST. MARTIN ROOM** TOTAL \$ \_\_\_\_\_

- a. Is due when keys are picked up for event.

**DAMAGE DEPOSIT (check will be held)** \$500 \$ \_\_\_\_\_

- a. The funds will be held up to 14 days after event for inspection time.
- b. All or part can be held for damages after inspection.

I. **Additional Policies**

1. The use of alcoholic beverages is not permitted unless prior approval is obtained from the Parish Council and or the Parish Priest. Also, the Winner City Council must be notified.
2. Serving Alcohol to Minors is absolutely prohibited. Name of person monitoring alcohol use must be provided in advance. Only invited guests are allowed in the Hall when alcoholic beverages are served.  
Please initial that you have read this: \_\_\_\_\_  
Person monitoring alcohol: print here \_\_\_\_\_  
Sign here \_\_\_\_\_
3. No keg beer allowed (cans or bottles only).  
Please initial that you have read this: \_\_\_\_\_
4. No alcohol may be served after 1:00 am & all activities must finish by 2:00 am.  
Please initial that you have read this: \_\_\_\_\_
5. User must leave kitchen as clean as was prior to event.
6. All food items must be removed from kitchen following event.
7. All Tables and Chairs will be taken down by user after event so floors can be cleaned for the next event.
8. Use of materials that will mar the finish or paint on walls, ceilings or floors is not permitted, e.g., tape, hot glue, adhesive of any kind, nails, tacks, no fasteners of any kind.
9. All damages incurred during the usage period and/or cleaning fees necessary to restore the facility to its original state will be deducted from the damage deposit. Any additional expenses will be billed.
10. Nothing is to be removed from the hall without prior permission from the Parish Council and/or Parish Priest.
11. No Fountain Pop is permitted. Arrangements will be done through the St. Mary’s Hall Committee.

