

Saint Simon the Apostle Catholic Community

Facility Usage Policy

St. Simon the Apostle Community offers its facilities to provide an opportunity for religious education, recreational and entertainment purposes when sponsored by a responsible adult member of the Parish.

Parishioners and parish groups who use the facilities for an activity or event relating to any ministry may be assessed usage fees. The usage party must sign a waiver of liability form. The usage party must adhere to parish building usage rules regarding room reservations and building lockout time.

All parishioners and groups using the facility must complete a facility usage form and make arrangements for the timely set-up and clean-up relating to any event.

Scheduling Priority: Usage priority will be based up the following priority:

Liturgical/ Sacramental Events
Educational/School Events
Faith Formation Events
Youth Ministry Events
AMC Events
Outside Groups

Beverages/Alcohol:

Parish Events: Use of alcohol must be approved by the Pastor at least two months prior to the event.

Weddings: The serving of alcoholic beverages is prohibited unless permission is sought in the renter's application and a liquor liability certificate of insurance is provided. Any applicant serving alcoholic beverages must do so in compliance with all state and local laws including, but not limited to those regarding permits and licenses. The consequence of serving alcoholic beverages is the responsibility of the applicant who agrees to hold harmless St. Simon the Apostle Parish and the Archdiocese of Indianapolis for any damage sustained to the parish premises as the result of any action by participants, guests and or spectators at the scheduled event. **When permission is granted only beer and wine may be served and must be confined to the interior of the building.**

Smoking: There will be a designated smoking area on the North side of the grounds by the dumpster area. Smoking is prohibited on all other areas of the grounds and inside any St. Simon the Apostle Parish Facility when school is in session or at any school or sporting events.

No signs, displays or material may be attached to or nailed against the walls, window glass, showcases, woodwork, draperies, blinds, curtains, ceiling grids, sprinkler heads or parish grounds.

No furniture or equipment (including musical instruments, stage equipment, audio-visual equipment, tables or chairs) shall be used or moved without approval.

Payment: The damage deposit of \$250.00 is due when contract is signed. Fifty percent of the rental fee is due ninety days prior to event and the balance week of the event.

Set up: Set up and decorating time will be the responsibility of the person/groups reserving the facility.

Cleanup: Cleanup is the responsibility of the person/groups using the facility. Before leaving the facility on the day of the event, the using party shall complete all items on the checklist form of the Facility Usage Form. All steps to restore the facility to its condition prior to use of the facility shall be made. Failure to do so will result in loss of damage deposit. If the cost of the cleanup is more than the damage deposit, responsible party will be invoiced for remainder of amount incurred.

Liability: St. Simon the Apostle assumes no responsibility for any personal property of the renter, guests, or participant that is left behind after an event.

The applicant/renter agrees to show evidence of Certificate(s) of liability insurance prior to the date of the scheduled event.

The facilities will not be rented or used during any Masses on weekends or Holy Days.

Facilities/Usage Guidelines:

Church:

- Mass
- Liturgical events

Main Gym/Sims Center:

- Monday thru Friday - Physical Education, assemblies, recess
- Evenings/Weekends – Primarily for athletic events, however, the scheduling priority is used if there are multiple requests. See scheduling priorities on first page.

Feltman Hall:

- Monday thru Friday - used as an extension for the cafeteria and for extended care.
- Evenings – used for large group meetings if all rooms in the Parish Life Center are booked

Parish Life Center:

- Funeral meals, meetings, adult classes/bible studies or events similar in nature.

Revised April, 2011