

St. Martin of Tours Catholic Church Rental Policy

All RENTAL BUILDINGS:

- Must be a parishioner of 21 years or older to be responsible for the rental of a parish facility.
- Rentals are not "firm" until deposits are paid, all rental forms are signed and returned to parish office and date is logged on the parish calendar as reserved. Rentals are on a first come, first serve basis.
- Special Events Insurance Coverage (required) provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage and Host Liquor Liability coverage per event. This insurance is \$95.00 per event through Catholic Mutual Group, via St. Martin and is required by the Archdiocese of Louisville. If these prerequisites are not met within the specified time line, St. Martin of Tours has the right to cancel said event.
- A signed waiver of liability that releases and holds harmless St. Martin of Tours Catholic Church, its employees and volunteers from any and all liability for any and all injury that may occur to any guest during the time of rental agreement. This waiver of liability is signed the day you book the event.
- Rental property will be inspected by rentee and parish personnel prior to event.
- All fees must be paid 45 days prior to use of the facility.

RENTAL FEES:

- Gymnasium: There is a \$350.00(which includes liability insurance) rental fee and a \$300.00 damage deposit for renting the gym. This will include the day prior to the event for decorating; however cleanup must be completed by 11:00 a.m. the day following your event. When renting the gym you have access to the gym kitchen, table and chairs at no extra charge.
- Parish Hall/Pavilion or Cafeteria: There is no rental fee but there is a \$100.00 damage deposit and \$95.00 liability insurance fee for renting the parish hall or cafeteria. When renting the Parish Hall or Cafeteria, you have access to the kitchen, tables and chairs at no extra cost. Cleanup must be completed the day of your event.
- Key Deposit: There is a \$10 per key deposit for any rental. When the key(s) are returned to the parish office, the deposit will be returned.
- Pavilion: There is no charge for usage of the Pavilion, however, if the Parish Hall is used for restroom facilities, you must pay the damage deposit and liability insurance fee on the Parish Hall and the Pavilion Rental must be scheduled thru the Parish Office.

PAYMENT:

- Damage deposit and liability insurance fee must be paid at time of booking. The damage deposit will be returned if the rental space is cleaned and left as found with no physical damage including reporting any damage to tables, chairs, etc. *The rental property will be inspected after use by parish personnel.*
- Damage deposit checks will be deposited in the parish account and a parish check will be written to the person who paid the deposit after the rental is complete.

BUILDING:

- The facility will be clean and ready for your event when you receive the key to the building.
- Doors to the building are **NOT** to be propped open at **ANY TIME** during the event.
- The facilities are smoke free facilities. No smoking is allowed. It is also your responsibility to pick up and dispose of any cigarette butts outside the building.
- Please do not drag items across the floor.
- Per Kentucky State Fire Protection District-Occupancy of no more than 370 on the gym floor and 274 on the bleachers, Cafeteria 145, Parish Hall 90.

SETUP/DECORATE:

- All Rental Buildings: The use of tape, nails, staples, etc to secure decorations to the walls, floors/bleachers is prohibited. The use of duct tape to secure cords on the floor is prohibited - - you can use painters tape, gym floor tape (available at sporting goods stores) or other "clean release" tape.

GUESTS:

- The renter is responsible for the supervision of all guests present during the rental agreement time(s).

CLEAN UP: Facility: Return tables/chairs to appropriate place, sweep and mop floor, sweep/vacuum rugs, empty trash cans and replace with clean liners, put trash in the dumpster, lock all doors including those opened with the allen wrench, turn off lights.

- Restrooms: Flush commodes, pick up any paper on the floor, empty trash cans and replace with clean liners, sweep and mop floor, clean sinks, make sure water is turned off, turn off lights.
- Kitchen: Turn off and clean appliances, make sure sink is clean. There is NOT a disposal.
- Return all cleaning supplies, mops, etc. to the appropriate area.
- Thermostat should be reset to 78 for air conditioning or 65 for heat.
- Return the key(s) to the parish office the next business day after the event. The parish office is open Monday through Thursday.