SACRED HEART OF JESUS HALL
RENTAL

Hall rental eligibility:

1. Sacred Heart of Jesus Hall rental policies and procedure's pertain to all parishioners, no exceptions.
2. Rental of the hall by parishioners in good standing, with a census form on file, be a regular contributor both spiritually & financially, must be preapproved by the Hall Rental Committee Chair for date/time availability. The Chair will then report to the Parish Council at the next available meeting all scheduled dates.
3. Hall rental is open to all Sacred Heart parishioners and family members who reside in their home.
4. The parishioner renting the hall must be present for the entire event.
5. The Hall Rental Committee must refer any non-parishioner or community requests to the Parish Council for approval. This request must provide the following information:
    a. The name of the person(s), agency, or community organization making the request, including the name, address, and telephone number of the contact person.
    b. The type of event (auction, wedding, shower, dance, type of fundraiser, etc. and whether it is a for profit or not-for profit event);
    c. The date and time of the event.
    d. Provide your off-premises event insurance coverage policy **$1,000,000** coverage amount, or a onetime special event certificate of insurance, for same amount of coverage. Policy or certificate must include as insured: **Sacred Heart of Jesus Church** and the **Diocese of Belleville**.

Hall Rental Regulations:

1. Due to fire regulations, the guest count cannot exceed 250 persons.
2. No outside appliances will be allowed unless special written permission is provided by the Hall Rental Committee and/or Parish Council.
3. Use of the stove/oven must be preapproved.
4. All tables must be covered with plastic or paper table clothes.
5. The heating/air conditioner temperatures will be preset. Please contact a listed emergency contact person if there is a problem.

_____
Initial/Date

6. Alcoholic beverages are approved as long as all federal/state laws are followed (the person renting the hall has full responsibility to make sure no one under the age of 21 can be served alcoholic beverages) and **an insurance rider for no less than $1,000,000 is provided by the renter's homeowner's insurance agent showing Sacred Heart of Jesus Church and Diocese of Belleville are covered for alcohol use during the event**. The rider is due (2) two weeks prior to the event. _____
   Initial/Date

7. The ice machine in located in the south hallway behind the maintenance door. Please be sure to use the ice scoop in the mailbox on top and return it promptly. Be sure to keep the lid of the ice machine closed.
8. **Upon leaving from the event be sure all exterior doors are locked and tested.**
9. The following clean-up is required by 8 a.m. (unless another time is otherwise agreed upon) the next morning of the event:
   a. Removal of all your decorations, table coverings, and tape residue.
   b. All tables and chairs must be cleaned with soap and water, if needed.
   c. Return the table and chairs to their original state, including storing all additional table and chairs used. Key access is provided to the storage area.
   d. Wipe down all counter tops in the kitchen, making sure to wipe under the microwave oven and lower shelf of the preparation table.
   e. Wipe out the microwave oven if it is used.
   f. Remove all food brought for the event from the refrigerator and clean up all spills.
   g. Sweep all floors, including the kitchen if it was used and mop all spills.
   h. Take all trash bags to the outside trash container and put clean trash bags in the trash cans. If a trash can becomes soiled, please clean it out.
   i. Turn off all lights including the rest room lights and prop open the rest room doors.
   j. Make sure all doors are locked and the keys are returned to the Hall Rental Committee member by _____ a.m./p.m. date _____ as agreed.

Hall Rental Fees:

Non-Parishioners

1. Afternoon event (noon to 5 p.m.) $250.00 plus a $350.00 *cleaning deposit
2. Evening event (5 p.m. to midnight) $400.00 plus a $350.00 *cleaning deposit
3. Use of the stove/oven $50.00 plus a $ 50.00 * cleaning deposit

Parishioners

1. Afternoon event (noon to 5 p.m.) $ 75.00 plus a $150.00 *cleaning deposit
2. Evening event (5 p.m. to midnight) $150.00 plus a $150.00 *cleaning deposit
3. Use of the stove/oven $ 25.00 plus a $ 50.00 * cleaning deposit

_____
Initial/Date

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*Payment should be received with two checks: one for the rental cost and the other for the deposit. Deposits will be returned when the Hall Rental Committee member checks the hall and determines the hall to be in satisfactory condition.

Emergency Contacts:

ID Cleveland (618) 779-0301
Karen Pratt (618) 541-8698

Date the Hall is Requested _____

☐ Afternoon (noon to 5pm) ☐ Evening (5pm to midnight)

☐ Alcohol Insurance rider of **$1,000,000** received _____
Initial/Date

☐ Off Premises or Event Coverage Rider **$1,000,000** coverage amount.

Received _____
Initial/Date

Hall clean up time and date _____

Key return date and time _____

I, the undersigned request the use of Sacred Heart Parish Hall on the above date and time and agree to all the terms and conditions of this agreement.

Signature of Parishioner _____

Signature of Non-Parishioner _____
Name of Organization _____
For profit or Not for Profit _____
Address _____
Phone number _____
Name of Contact _____
Contact Phone Number _____

Signature of Rental Committee Person _____

_____
Initial/Date