

ST. ALPHONSUS LIGUORI CATHOLIC CHURCH

POLICIES, PROCEDURES & GUIDELINES FOR THE RENTAL AND USE OF CHURCH FACILITIES AND ALCOHOL SERVICE MANUAL

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I. GENERAL GUIDELINES

A. MISSION STATEMENT

We of St. Alphonsus Liguori Parish, in the Roman Catholic tradition, see ourselves as a faith community, united by the Holy Spirit, journeying the road of discipleship as followers of Christ. We seek to be of service to our entire community. We commit ourselves to generosity and to the responsible use of our spiritual and material resources. Accordingly and pursuant to the rules set forth herein, the Saint Alphonsus Liguori Catholic Church and campus facilities will be made available to the general public for activities that are consistent with the mission and values of Saint Alphonsus Liguori Catholic Church.

B. DEFINITIONS

1. Church: The Saint Alphonsus Liguori Catholic Church Building.
2. Parish Hall: Our Lady of Perpetual Help Parish Hall.
3. Kitchen: The kitchen attached to Parish Hall.
4. Mary Garden: The paved outdoor courtyard off the south entrance to Parish Hall.
5. Meeting rooms: Any of several rooms suitable for meetings located in the All Souls Center and Weitzel Hall.
6. Facility User: The person(s) reserving space in the Parish facilities and making themselves a party to this Agreement.
7. Facilities: The areas available for reservation and rental are collectively referred to herein as the “Facilities.”
8. Event: The event scheduled by the Facility User.
9. Contributing Parishioner: A registered member who attends Mass regularly, volunteers, and/or financially supports the Church.
10. Parish: St. Alphonsus Liguori Parish

C. QUALIFICATION FOR USE OF THE FACILITIES

1. Priority for the use of the available facilities shall be given to contributing parishioners and organized groups that are a part of the ministry, organization, or sponsored activities of the Parish in the following order:
 - a. Ongoing ministries, programs and events sponsored by the Parish.
 - b. Parish sponsored committees, councils, groups and programs.
 - c. Parishioners’ private events.
 - d. Non-parish groups/organizations as approved by the Pastor.
 - e. Non-parishioner’s private events.
2. The facilities and equipment of the Parish will be made available only to non-parishioner groups that meet the following qualifications:
 - a. Groups whose general objectives are in harmony with the principles and objectives of the Church.
 - b. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.
 - c. Groups that are known to the Parish. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders. Groups known shall be asked to provide a copy of their mission statement.
 - d. The facilities are not available for commercial purposes. This includes sales, services, or promotional activities which benefit a group or business (including those owned by Parishioners).
3. The Parish reserves the right to cancel any facility user agreement at any time if facility user is not in compliance with the Parish’s mission, its Policy, Procedures & Guidelines as set forth in this document. This Parish has sole discretion to make this decision.

D. FACILITY SCHEDULING and AVAILABILITY

1. **Building Hours and Access:** Facilities are available between 8:00 a.m. and 10:00 p.m. The Pastor may approve use outside these hours. Events will not be allowed to cause interference with the celebration of Mass or other parish and/or religious education events. Maintenance will unlock all buildings properly reserved. All persons must vacate the facilities by the end time of their reservation.
2. **Scheduling of Meetings or Events:** Scheduling an event is accomplished by making an appointment with the parish office and the completion and signing of the *Meeting/Event Request/ & Rental Agreement Form* and all other pertinent pages of the rental agreement packet. The event will be scheduled and recorded on the Parish's event calendar only after:
 - *Meeting/Event Request & Rental Agreement Form* is completed and signed;
 - Pastor approves the request;
 - Security deposit is received; and
 - *Certificate of Insurance* (for most non-parish sponsored groups) is completed, signed and returned to the Church office.
3. **Insurance:** The Parish is required by the Diocese of Lafayette-in-Indiana to have \$1,000,000 liability insurance coverage for all non-parish sponsored events held on our premises. Between two and six months prior to an event, application for and payment of Special Events Coverage or a homeowner's insurance rider naming St. Alphonsus Church must be provided to the parish office. *Facility Usage/Indemnity Agreement* must also be signed when non-parish sponsored or affiliated groups use parish facilities. In certain situations (such as adult athletic participation or a craft fair), an *Adult Hold Harmless/Indemnity Agreement* must be signed by each adult participant if required by the *Special Events Insurance* coverage.
4. **Non-Parish Group Use:** Non-parishioner facility users must meet with the Pastor or his representative to finalize plans for facility use and to assure proper understanding of equipment use and these policies and procedures BEFORE final permission will be granted.

E. INTERIOR USE GUIDELINES

1. **Decorations:** Facility Users may decorate the reserved area with the following restrictions:
 - No decorations shall be attached to walls, windows, doors or fixtures. The use of nails, screws or permanent hardware on walls, doors, windows and fixtures is strictly prohibited.
 - The use of rice, birdseed, silly string, glitter and the like is prohibited.
 - Smoke machines and dry ice inside buildings is prohibited.
 - Helium balloons must be weighted or tied off.
 - Open flame candles are prohibited. Use of enclosed candles or sconces must be approved by the Pastor or his designated representative.
 - Art work may not be removed and decorations shall not endanger icons and/or artwork or affect their appearance.
 - All decorations must be removed before the Facility User vacates the Church campus unless rented. All rented decorations must be removed by 12:00 p.m. the following day without interruption of other scheduled events.
2. **Food and Beverages:** Food and beverage service is limited to the Parish Hall, the Kitchen, Mary Garden and the St. Robert Room and kitchenette unless otherwise approved by the Pastor or his designated representative.
3. **Kitchen Use:** The Kitchen in Parish Hall is designed mainly for warming purposes. Major food preparation (for 50 or more people) should be done off premises or catered unless prior arrangements have been made for full use of the Parish Hall Kitchen. (see *Kitchen Use Guidelines*)
4. **Cleaning**
 - a. **No Fee:** Facility Users are expected to provide general cleaning of the facilities and to restore the facility to its condition prior to its use before vacating the premises. Duties include: removing decorations, removing all trash to the dumpster on the north side of the Parish Hall, wiping of all tables and chairs and making bathrooms presentable. Kitchen cleaning is addressed in *Kitchen Use Guidelines*. Maintenance will be responsible for breaking down tables and chairs owned by the Parish, sweeping and mopping floors,

- returning cleaning supplies to closet if used by Facility User, turning off all lights and locking up.
- b. With Fee: For larger events and those scheduled for the Parish Hall it is suggested that Facility Users pay the extra cleaning charge (see *Fee Schedule*) which will include all cleaning duties except cleaning of dishes and utensils. Note that any food and decorations left behind will be disposed of.
 - c. Catered Events: Depending on the terms of the Facility User's catering contract, it is possible that the catering company will be responsible for much of the cleaning. It is the responsibility of the Facility User to determine what cleaning services the catering company will provide and whether the Facility User can choose to decline the cleaning fee.
 - d. Security Deposit: Should the Parish determine that a Facility User who declined the cleaning fee failed to properly clean the facility per the terms set forth above, the Parish may retain that portion of the security deposit necessary to cover the cost of the cleaning. This rule includes those situations when the Facility User relied on the catering company to provide the cleaning services.

F. KITCHEN USE GUIDELINES

1. A "walk through" with a Parish representative is required prior to use of the main kitchen. The Pastor or his designated representative must sign the *Meeting/Event Request & Rental Agreement Form* indicating this was done.
2. Facility User (or caterer) must provide all food, paper products and consumable items for your event. All such items in the cupboards, pantries and refrigerators are reserved for Parish use only.
3. Facility User (or caterer) may utilize the kitchen equipment and appliances, with the exception of the fryers, which are not to be used under any circumstances.
4. Facility User (or caterer) must wash all dishes, utensils, pots, pans, trays and containers and return the same to storage area(s). Use of the dishwasher is encouraged to ensure a sanitary cleansing.
5. Unless Facility User has paid a cleaning fee, the Facility User (or caterer) must thoroughly clean all appliances, food prep areas, sinks and countertops, sweep floors and remove all trash before departing.
6. All leftover food must be disposed of or removed from the kitchen. No food shall be left in the refrigerator.
7. Recycling is encouraged.
8. Maintenance will turn off lights, mop floors and lock-up.

G. EXTERIOR USE GUIDELINES

1. Vehicles are restricted to the asphalt paved areas (parking lots). There is to be no parking on the grass or sidewalks.
2. Prior approval must be arranged if outdoor events are to be scheduled during liturgies.
3. The drilling of holes in the parking area pavement (for tents), or any other alteration of the exterior grounds or facilities is prohibited.
4. Trash should be disposed of in the dumpsters located on the north side of the Parish Hall.
5. Climbing on trees or fences by either adults or children is prohibited.
6. The retention pond is off limits. NO swimming, boating, fishing or frolicking is permitted.

H. EQUIPMENT, FURNISHINGS, AND SUPPLIES

1. The Parish owns tables, table coverings, chairs, audio visuals, kitchen equipment (including utensils, dishware, glassware, cooking implements, serving trays, punch bowls, coffee pots, etc.) that will be sufficient for most applications and may be used at no extra charge.
2. Under no conditions shall any Parish owned equipment be removed from the building in which it is located.
3. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they have reserved. In some instances special arrangements can be made to move equipment with the assistance of Maintenance.
4. In the event of damaged or broken furniture and/or equipment, replacement in kind will be required at the Facility User's expense.

I. SAFETY AND SECURITY

The Church campus is located at State Road 334 and 950 E., specifically 1870 W. Oak Street. The Facility User is responsible for the personal safety of all guests. The Facility User is also responsible for ensuring that all minors are under the supervision of responsible adults at all times. The Parish, at its discretion, may require that a special duty police officer(s) be on premises throughout an event. If applicable, Facility User will be responsible to make arrangements for the hiring of the off duty police officer and the payment thereof.

J. GENERAL CONDITIONS and RESTRICTIONS

1. Facility Users are to ensure that proper behavior and conduct are maintained during the use of Parish facilities.
2. Facility Users and their guests are restricted to only those areas of the buildings and grounds that they have reserved. Children must be under adult supervision at all times. Children are not allowed to run through the building/s or enter areas not reserved for their event.
3. This is a non-smoking campus. Smoking is not permitted by law in any of the parish buildings and within 8 feet of the entrance to any Parish building.
4. The use of chewing tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.
5. Any person(s) of a group who persist(s) in an activity that is not permitted will be required to leave the facility or Parish grounds.
6. The Parish reserves the right to have a representative/liaison present at any meeting/function held at Parish facilities.
7. The Parish will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
8. All groups/organizations agree to pay for any and all damages to premises.
9. All Parish activities have priority and may cause the cancellation or rescheduling of non-parish meetings/events.

K. ALCOHOLIC BEVERAGE POLICY

1. The Parish allows alcohol to be served at events held in the Parish Hall, Mary Garden or other outdoor space only if the Facility user has acquired all permits required by state law.
2. Indiana law requires a temporary permit for service of beer and wine at an event and that a licensed server is on-site to serve the beer and wine. A copy of the *Temporary Beer & Wine Permit* must be on file with the parish office prior to the event. See the *Alcohol Service Instructions* for procedures on how to apply for the necessary permit.
3. Indiana law permits hard liquor to be served only by a caterer who holds the proper licensing to serve hard liquor in Boone County Indiana and outside of their own establishment. See the *Alcohol Service Instructions* for more information. A copy of the License and Servers' Permits must be on file with the parish office prior to the event.
4. The serving of alcoholic beverages of any kind is prohibited during religious services and hours of religious education. Serving to minors is unlawful and therefore prohibited at all times.
5. The unsupervised serving of alcohol is prohibited at all events. It shall be the responsibility of the Facility User to ensure that no one under the age of 21 years is served alcohol.
6. The Parish is not liable for any injuries to guests resulting from negligence, or otherwise, where alcohol is involved.
7. Consumption of alcohol shall cease at least one hour before the conclusion of the event.
8. Alcohol being provided for the event is not permitted on the property during the traditional academic day or religious education hours. The exception is alcoholic beverages owned by the Parish or a Parish group which are being stored on campus.
9. For specific instructions, see *Alcohol Service Instructions*.

L. ASSIGNMENT and SUBLICENSING

Facility User shall not assign any interest in this Agreement or otherwise transfer or sublicense the Facilities or any part thereof or permit the use of the Facilities to any party.

M. ENTIRE AGREEMENT AND MODIFICATION

This agreement and any attached pages constitutes the entire agreement between the parties. No modification or amendment of this agreement shall be effective unless in writing and signed by both parties. This agreement replaces any and all prior agreements between the parties.

N. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. Facility User agrees and hereby submits to the jurisdiction of Indiana and any legal actions, claims or demands shall be handled in a court of competent jurisdiction within the State of Indiana.

O. SEVERABILITY

If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

II. FACILITY FEES

A. ALL USERS

1. There will be a rental charge to both parishioners and non-parishioners for use of the facility for non-parish sponsored activities.
2. There is also a standard, refundable Security Deposit fee based on the number of rooms rented or outdoor use (tents, sports, etc.). This security deposit will be refunded in its entirety, unless there is damage to the facility or the interior use guidelines have not been met.
3. All rates assume a maximum of 4 hours per event. Events that run over the 4 hour maximum will need to pay on a prorated basis in hourly increments beginning with the fifth hour.
4. Facility Users will have the option of paying for cleaning services at a rate corresponding to the number of hours of the event (see *Fee Schedule*).

B. NON-PARISHIONER USERS

1. Parish maintenance personnel are required to be present on campus during any Non-Parishioner event with any use of the indoor facilities. Maintenance personnel is scheduled until 9:00 pm, Monday through Saturday and no charge is made for events during these times. For events that take place on weekends or evenings, outside these hours, maintenance personnel is required to be present during the scheduled event at the expense of the Facility User.

C. COMMUNITY OUTREACH EVENTS

The Parish desires to serve the broader community of Zionsville and Boone County. Certain requests may be considered community outreach. A reduced fee or waiver of fees may be approved by the Pastor and will be considered on a case by case basis and premised on the following criteria:

1. Mission of the organization making the request must be consistent with the mission of the Parish.
2. Participation of parishioners in that organization.
3. Type of event to take place, the number of people involved, etc.
4. Availability of space.

D. FEE PAYMENT and CANCELLATION

1. The Refundable Security Deposit is due at the time the Room is booked.
2. The Facility Fee and the Maintenance Personnel Fee must be received by the Parish 60 days prior to the event. Failure to pay the Facility Fee and Maintenance Personnel Fee within the time required will be considered a default by the Facility User and may result in cancellation of the event at the discretion of the Parish.
3. The Cleaning Fee must be received by the Parish 60 days prior to the event unless said fees are ordered later in which case the fee is due at the time ordered.
4. All checks should be made payable to St. Alphonsus Catholic Church.
5. Cancellation of the event after booking and up to 60 days prior to event will result in forfeit of 25% of the Security Deposit. Cancellation within 60 days of the event will result in forfeit of the entire security deposit.
6. Any questions about this policy should be directed to the Pastor or his designated representative.

E. FEE SCHEDULE

ROOM	NON-PARISHIONER	PARISHIONER	SECURITY DEPOSIT
Weitzel Hall – Finding in the Temple room (meeting room) Capacity – 71 persons	Not Available For Rental	N/C	\$100
Weitzel Hall – Entry into Jerusalem room (meeting room) Capacity – 78 persons	Not Available For Rental	N/C	\$100
Parish Hall – Our Lady of Perpetual Help (function room) Capacity – 220 persons	\$1200	\$600	½ rental
Parish Hall Kitchen – Our Lady of Perpetual Help	\$400	\$200	½ rental
St. Robert Room includes kitchenette (meeting room) Capacity-- 72 persons	\$100	N/C	\$100
Diocesan Insurance* or proof of insurance (Required for all Events)	*\$95/event *\$125/overnight	*\$95/event *\$125/overnight	N/A
Cleaning Fee - no use of kitchen <i>See Interior Use Guidelines</i>	\$30/hr. of event	\$15/hr. of event	N/A
Cleaning Fee – kitchen used <i>See Interior Use Guidelines</i>	\$50/hr. of event	\$25/hr. of event	N/A
Maintenance Personnel beyond regular hours <i>See Facility Fees – Non-Parishioner Users</i>	\$30/hr.	\$15/hr.	N/A

All Fees are paid directly to the parish. Checks are to be made payable to St. Alphonsus Liguori Parish.

Please do not give tips to the parish staff.

F. FACILITY FEES WORKSHEET

Room Fee	_____
Kitchen Fee	_____
Diocesan Insurance (if needed)	_____
Cleaning fee ____/hour x ____ hours	_____
Maintenance fee ____/hour x ____ hours	_____
Subtotal	_____
Security Deposit	_____
Grand Total	_____

Does not include fees associated with catering and/or alcohol service.

III. FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: ST. ALPHONSUS LIGUORI CATHOLIC CHURCH which is understood to include the DIOCESE OF LAFAYETTE-IN-INDIANA

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000.00) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE (S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations, or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE (S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

(Must be an official agent of FACILITY USER)

OFFICE OR TITLE: _____

NAME (Please print): _____

DATE: _____

IV. ADULT HOLD HARMLESS/INDEMNITY AGREEMENT

This form is used ONLY if required by the Facility User's Special Events Insurance Coverage. In the event it is required, one form per participating adult must be on file with the Church prior to the event.

PARISH: ST. ALPHONSUS LIGUORI CATHOLIC CHURCH

PARISH is understood to include the DIOCESE OF LAFAYETTE-IN-INDIANA

ACTIVITY PARTICIPANT OR FACILITY USER: _____

DATES OF ACTIVITY OR USAGE: _____

TYPE OF ACTIVITY OR USAGE: _____

The above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named ACTIVITY PARTICIPANT OR FACILITY USER or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above named ACTIVITY OR USAGE at the above named PARISH.

Additionally; the above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE (S) OF ACTIVITY OR USAGE that is brought against the PARISH by the above named ACTIVITY PARTICIPANT OR FACILITY USER or their family members whether such claim arises from the alleged negligence of the PARISH, its employees or agents or ACTIVITY PARTICIPANT or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

NAME (Please print): _____

DATE: _____

V. MEETING or EVENT REQUEST and RENTAL AGREEMENT

Facility User's Name: _____

Printed

Date of Event _____ Size of Group _____

Space Requested _____

Parish Sponsored (Y or N) _____ Non-parish Sponsored (Y or N) _____

Purpose _____

Number of Participants expected _____

Contact Person _____

Phone # _____ Cell # _____

Address _____

City/State _____ Zip _____

E-Mail _____

Cleaning Services requested? (Y or N) _____

If no - "Point Person" for Clean-up _____

Phone # of Point Person _____ Cell # _____

Hours Requested: From _____ a.m./p.m. To _____ a.m./p.m

Set Up Date: _____ Time _____ a.m./p.m.

Equipment Requested* (Please attach diagram of room set-up desired)

Tables (Round) _____ # Tables (Long) _____ # of Chairs _____

Use of Audio Visual Equipment Requested? Y or N (circle one)

If yes, please call the parish office to schedule a training session at least two weeks prior to the event.

Other:

*Note: Any equipment or items brought in will need prior approval by the Pastor.

If walkthrough is required, please obtain Pastor's signature: _____

Kitchen walkthrough completed by: _____ with: _____ Date: _____

AV training conducted by _____ with: _____ Date: _____

MEETING or EVENT REQUEST and RENTAL AGREEMENT Continued

Please initial checked items and return to the Pastor or his designated representative at the Parish.

_____ By my signature below I acknowledge that I have read and fully understand the Policies, Procedures & Guidelines for Rental and Use of Church Facility and agrees to all terms and conditions therein. All the information provided by me is true.

_____ Facility Use/Indemnity Agreement (To Be Signed & Returned)

_____ Certificate of Insurance: Church Insurance _____ or Facility User insurance _____

_____ \$ _____ Refundable Security Deposit (Received check # _____ Date _____)

_____ Rental payment of: \$ _____ (Received check # _____ Date _____)

_____ Beer and Wine Permit or Caterer's Liquor License

_____ Caterer's Name: _____

Address: _____

Phone: _____

Website: _____

Pastor or Designated Representative

Date

Facility User Signature

Date

VI. APPLICATION for SPECIAL EVENTS COVERAGE

CATHOLIC DIOCESE of LAFAYETTE IN INDIANA, INC. - 0175

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

DIOCESE OF LAFAYETTE, INDIANA - 0175 APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (see below for purchase options).
Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

Coverage underwritten by Nationwide Mutual Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$95 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution: _____

Date of Event: _____

Street (Physical) Address (NO P.O. BOXES): _____

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring): _____

City/State: _____

ZIP Code: _____

Phone No.: _____

Time of Event: From _____ To _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage _____

Is this an overnight event? _____

Yes

No

(Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Approx. Number of Participants: _____

Name: _____

Is Food Being Served? _____

Yes

No

Street Address: _____

City/State: _____

ZIP Code: _____

Telephone: _____

Is Liquor Being Served? _____

Yes

No

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.

Does this event require the additional coverage? _____ Yes _____ No

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

cmallett@dol-in.org

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS, SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Events with attendance of more than 1,000 persons
- Rap/Hip-Hop/Alternative music (non-religious bands)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices

DEFENSE COSTS FOR SEXUAL MISCONDUCT FOR OVERNIGHT EVENTS - \$100,000 LIMIT

Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.

Do you want to apply for this coverage? _____ Yes _____ No

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (A charge of \$100 per device applies. Must be pre-approved, picture required.)

MAKE CHECKS PAYABLE TO:
**DIOCESE OF LAFAYETTE,
INDIANA**

RETURN WITH FORM TO:
C/O CAROL MALLET
PASTORAL OFFICE FOR
ADMINISTRATION
P.O. BOX 260
LAFAYETTE, IN 47902

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108

VII. ALCOHOL SERVICE INSTRUCTIONS

When planning for an event where alcohol will be served, please allow three months for the application process.

When employing a professional caterer and serving only beer and wine:

1. Call your professional caterer and ask if they have a permit to serve beer and wine in Boone County and outside of their establishment.
2. Provide copy of caterer's permit to Parish Office no later than 45 days prior to the date of your event.

When NOT employing a professional caterer and serving only beer and wine:

Steps To Obtain a Permit:

1. Complete the attached 2 page *Application for Temporary Beer/Wine Permit*.

NOTE: *A copy of the permit must be provided to the Parish Office no later than 45 days prior to your event. It takes approximately 45 days to receive the permit from the Indiana Alcohol & Tobacco Commission from the start of the application process. We therefore recommend starting the application process at least 3 months from the date of your event.*

- A. Attach, to the completed application, the floor plan of the facility (contact Parish Secretary for map) clearly indicating:
 - i. where guests will be seated
 - ii. where the food will be located or served from
 - iii. where the alcohol will be served from
 - B. The State of Indiana application fee is \$50.00 and is to be included with the application in the form of a business check, money order, certified check or cashiers check and payable to the Indiana Alcohol and Tobacco Commission.
2. Take completed application and floor plan to the Zionsville Chief of Police for his signature. The Zionsville Police Department is located at 1075 Parkway Drive and their phone number is 317-873-5967. Be prepared to drop it off and have to pick it up at a later time depending on the Chief's availability.
 3. Take or mail the signed application and floor plan to the Indiana State Excise Police Office for District 3 to obtain the required signature of the Lieutenant in charge.
 - A. Hours: Mon.- Fri., 8:00am-12:00pm, 1:00pm-4:30pm
 - B. Address: 279 W 300 N, Crawfordsville, IN 47933
 - C. Phone number: 765-362-8815
 - D. The application may be mailed or delivered in person
 - E. Applications are processed Monday and Tuesday during normal working hours and Wednesday until 3:00pm.

Turning Permit into Parish Office:

1. Please provide a copy of the permit obtained in person or mailed to you from the Indiana Alcohol and Tobacco Commission to St. Alphonsus Parish Office before the date of the event.
2. The beer and wine must be served by a licensed server. Servers must be licensed and have their personal permit on their person during the entire event. A copy of their personal permit must also be on file in the parish office.
3. The actual permit is required to be displayed at your event in the location where the beer and wine will be served.
4. If the State Excise Police should arrive for an inspection at the event, be prepared to show them :
 - ⇒ The licensed server permits,
 - ⇒ Room diagram showing where alcohol is being served,
 - ⇒ Displayed Alcohol Permit, and
 - ⇒ Proof that only beer and wine are being served.
5. Consequences for failing to follow guidelines could result in fines, confiscated alcohol and denial of future permits.

VII. ALCOHOL SERVICE INSTRUCTIONS (Continued)

When having hard liquor at your event:

1. According to Indiana State Law as governed by the Indiana State Excise Police, hard liquor may only be served at an event by a *licensed alcoholic beverage caterer*.
2. Call your professional caterer and ask if they have a permit to serve hard alcohol in Boone County and outside of their establishment.
3. Provide copy of caterer's permit to Parish Office prior to your event.

When having beer and wine at a Parish Sponsored Ministry Event:

1. Please provide a copy of the permit obtained in person or mailed to you from the Indiana Alcohol and Tobacco Commission to St. Alphonsus Parish Office before the date of the event.
2. The beer and wine must be served by a licensed server. Servers must be licensed and have their personal permit on their person during the entire event. A copy of their personal permit must also be on file in the parish office.
3. The actual permit is required to be displayed at your event in the location where the beer and wine will be served.
4. If the State Excise Police should arrive for an inspection at the event, be prepared to show them :
 - ⇒ The licensed server permits,
 - ⇒ Room diagram showing where alcohol is being served,
 - ⇒ Displayed Alcohol Permit, and
 - ⇒ Proof that only beer and wine are being served.
5. Consequences for failing to follow guidelines could result in fines, confiscated alcohol and denial of future permits.

The policies outlined in this packet have been put into practice to abide by state and local law and with the intent to protect our community, our parish family and all those who visit our campus.

St. Alphonsus Liguori Parish is committed to the responsible use of our spiritual and material resources and will enforce the policies outlined in this packet regardless of circumstances or timing. Procrastination in filing for the necessary permits has the potential to spoil an otherwise joyously anticipated event.

By signing below I understand and agree to the following:

- ⇒ It is my responsibility to read and follow the policies written within.
- ⇒ Should the proper permits not be on file in the parish office prior to the event, St. Alphonsus Liguori Parish has the right to revoke the ability for alcoholic beverages of any kind to be served at the event specified below.
- ⇒ I am responsible for any and all fines incurred because of my lack of compliance with state statute and parish policy.

Facility User Signature: _____

Printed: _____

Date Signed: _____

Name and Date of Event: _____

VIII. TEMPORARY BEER/WINE PERMIT



BEER & WINE AUTHORITY / TYPE 118

State Form 35494
 (R6/10-06) Approved by
 State Board of Accounts
 2014

INSTRUCTIONS:

1. Applicant must complete all requested information.
2. Please type or print clearly.
3. Submit application and payment to the local excise district office.

Send, deliver, or mail to:			
District #1	52422 County Rd 17 Bristol, IN 46507 Phone: 574-264-9480	District #4	651 S. Frontage Rd Seymour, IN 47274 Phone: 812-523-8314
District #2	1353 S. Governors Drive Columbia City, IN 46783 Phone: 260-244-4285	District #5	3650 S. US Hwy 41 Vincennes, IN 47591 Phone: 812-882-1292
District #3	279 W. County Rd 300 N Crawfordsville, IN 47933 Phone: 765-362-8815	District #6	6400 E. 30th St Indianapolis, IN 46219 Phone: 317-541-4100

STEP 1 GENERAL INFORMATION		
Name of applicant applying for permit. (organization, club, corporation, individual)	E-Mail	TM Permit # (Issued by ATC)
Address (number and street, city, state, ZIP code)		
Name of person making application.	Fax Number ()	Emergency contact telephone number ()
Printed name of contact person of event	Address	Emergency contact telephone number ()

STEP 2 EVENT INFORMATION		
Beginning Day _____ Date _____	Ending Day _____ Date _____	
Times of function: Start _____ AM _____ PM	End _____ AM _____ PM	
Type or description of event		
Exact address of event (number and street, city, state, ZIP code)		

STEP 3 FLOOR PLAN (SEE STEP 4, #2)	
<div style="border: 1px solid black; width: 100%; height: 100%; background-image: linear-gradient(to right, black 1px, transparent 1px), linear-gradient(to bottom, black 1px, transparent 1px); background-size: 20px 20px;"> <!-- Grid content --> </div>	

VIII. TEMPORARY BEER/WINE PERMIT (Continued)

STEP 4. ACKNOWLEDGEMENT

In order to qualify for this authority to serve beer & wine, the following guidelines must be met:

1. There must be a well defined premise, i.e. building, tent, enclosure, or fenced-in or designated area.
2. You must have a defined floor plan or diagram. This is to be drawn on Page 1, Step 3 of this application. If minor are to be present you must have a defined separation between the bar area and family area. (Must be on floor plan).
3. There shall be NO carry-out privileges, NO carry-in privileges and NO spirituous beverages allowed.
4. Each applicant must designate an individual to be responsible for the event and such person shall sign the authority.
5. ANY and ALL persons dispensing or accepting payment for alcoholic beverages MUST POSSESS a valid ATC employee permit.
6. The event must meet applicable Board of Health requirements, particularly with regard to restroom facilities.
7. If the event is held in a town park, you must have approval from the town board.
8. Legal hours of dispensing alcoholic beverages (Prevailing Time), Monday through Saturday 7am to 3am the following day. Sunday-7am to 3am the following day.
9. Applicant must file with the district office at which the event will be held at least 15 days prior to the event. Failure to comply will be grounds for denial.
10. This authority must be posted in the most conspicuous place at the location of the event. An Excise Officer or Commissioner, for good cause, has the authority to revoke the authority during the event.

STEP 5. COMMUNITY CLEARANCE

- | | |
|--|--|
| 1. Signature of Sheriff, Chief of Police or Town Marshal where the event is to be located. | 2. Signature of Mayor (If event is held in Fort Wayne) |
|--|--|

Note:

Please post your approved request in a conspicuous place where the alcoholic beverages are being dispensed at the location. If for any reason this request is denied, you may be notified either in person or by phone.

I swear or affirm under penalties of perjury that the information is true and accurate.

Signature of permittee / agent (Your signature acknowledges that you have read and will abide by the rules and guidelines.)	Date (month, day, year)
--	-------------------------

FOR DISTRICT USE ONLY

District number	Date issued (month, day, year)
Reviewed by Excise/Police District Representative	<div style="display: flex; justify-content: space-around;"> Approved Denied </div>

1. ALL EVENTS ARE \$50.00 PER DAY. BUSINESS CHECKS OR MONEY ORDERS ARE ACCEPTED MADE OUT TO THE INDIANA ALCOHOL & TOBACCO COMMISSION.
2. SERVING PAST MIDNIGHT, NO LATER THAN 3 A.M., IS ONE DAY.
3. NO RAIN CHECKS ON ANY OF THE ABOVE EVENTS.

IX. SAINT ALPHONSUS LIGUORI CATHOLIC CHURCH FACILITY USAGE & CLEAN-UP CHECKLISTS

To finalize facility registration:

- Complete *Meeting/Event Request & Rental Agreement* and all other pertinent pages of the rental agreement packet at the time of booking.
- Pay the security deposit to parish office at the time of booking.
- Turn in *Certificate of Insurance* (If applicable) with *Meeting/Event Request & Rental Agreement* **OR** apply for *Diocesan Insurance Coverage* (as applicable).

Before the event:

- Submit floor plan and receive approval from Director of Maintenance and Grounds.
- Pay for and make arrangements with the Director of Grounds and Maintenance to have a custodian on-site during event.
- If desired, pay for and make arrangements with the Director of Grounds and Maintenance to have a custodian clean-up after the event.
- If alcohol will be present at the event:
 - Receive permission from the Pastor to have alcohol at the event.
 - Review the *Alcohol Service Instructions*.
 - Employ licensed caterer and provide copy of caterer's liquor license to office prior to event
 - If the Facility User does not employ a licensed caterer, beer and wine ONLY may be served. The Facility User may apply for a temporary beer and wine permit through the State of Indiana. Beer and Wine must be served by a licensed server.
 - Apply for beer and wine (only) permit and
 - Copy *Temporary Beer/Wine Permit* and give to parish office prior to event,
 - Copy server permits and give to parish office prior to event, and
 - Have original alcohol permit displayed at the event.
 - Provide copy of beer and wine permit to parish office.
 - Have a copy of all servers' permits on file with the parish office.
 - If hard liquor will be served, have an employed professional caterer submit a copy of their license to the parish office.
NOTE: Hard liquor is strictly prohibited without a copy of a professional caterer's license.
- Do an official walkthrough of the Kitchen prior to its use (if kitchen will be utilized).
- Make food preparation arrangements at a facility outside of the Parish for parties over 50 people (See *Interior Use Guidelines, Kitchen Use*).
- Have all decorations that will be used during the event approved by the Pastor or his designated representative (See *Interior Use Guidelines, Decorations*).
- If equipment or supplies have been rented from an outside vendor, make arrangements with Director of Grounds and Maintenance for delivery. **All rented equipment and supplies must be picked up by vendor no later than noon on the following business day.**
- Make arrangements with parish office to receive instructions at least two weeks prior to the event for using the Audio Visual Equipment if requested.

After the event:

- Be sure all AV Equipment has been properly shut down. Monitors and Projector should be off, Microphones should be turned off, and Projector Screen should be up.
- Confirm restrooms are kept clean or returned to condition prior to the event.
- All attempts to recycle are made during and after the event.
- Ensure no parish equipment has left the parish building.
- Report any broken equipment to the maintenance staff the next business day during parish office hours, so it can be handled according to the *Facilities Usage Agreement*.

(continued on next page)

IX. SAINT ALPHONSUS LIGUORI CATHOLIC CHURCH FACILITY USAGE CLEAN-UP CHECKLIST (Continued)

Depending on the cleaning fee that is chosen:

- Remove all trash and take it to the dumpsters located at the north end of the Our Lady of Perpetual Help Parish Hall.
- Wipe down all tables and chairs and make sure they are clean.
- Discard all room decorations properly.
- Kitchen is restored to previous condition.
 - All kitchen equipment has been cleaned with the approved cleaning agents.
 - All kitchen utensils have been washed, dried and put back in their proper place.
 - All leftover event food is removed from kitchen and refrigerator and disposed of properly.
 - All applicable appliances are turned off (oven, heating equipment, dishwasher, dishwasher hot water booster, etc...)
 - Sinks are cleaned out.
- Pick up all debris and excess food on the floors and dispose of them properly.
- Return the tables, chairs and other furniture to where they were found.
- All towels and cleaning cloths have been put in a pile on the counter.

Reminder: All rented items, equipment, and supplies are required to be picked up by noon the following business day.

X. SAINT ALPHONSUS LIGUORI CATHOLIC CHURCH FOR ALL UNAFFILIATED ORGANIZATIONS

We are happy to make our facilities available to organizations and groups who are not associated with parish ministry. Our expectation is that those organizations and groups care for our space with the same dignity and care we do. Therefore, we've developed these guidelines to ensure you have the best experience possible.

When applicable, the user agrees to:

- ___ Provide a copy of any Child Protection Protocol being followed by your organization of which a copy is to be kept on file with the parish office
- ___ Provide adult supervision to all children under the age of 18 at all times they are on the premises
- ___ Schedule usage of facilities by calling the Parish Office
- ___ Cancel usage of facilities no less than 24 hours before scheduled usage
- ___ Obtain prior approval from the parish office to serve food and beverages

In order for us to properly and charitably offer our facility for use, the parish reserves the right to remove any and all future reserved meeting dates from the parish calendar should there be a pattern of:

- unreported damage or a large mess left behind
- unsupervised children
- nonuse of reserved space
- use of the space without a reservation

Name of Organization/Group _____

Name of Representative _____

Signature of Representative _____ Date _____

Email _____ Phone # _____