

Church of St. Michael
Social Hall
Facility Use Policies & Regulations

The primary purpose of the Social Hall facility is to provide an accommodation for gatherings related to church-oriented affairs. This facility is intended to encourage social interaction among our parish members. General policies are as follows:

1. The policy of the Church of St. Michael is to make its facilities available for religious, cultural, civic, educational and recreational activities of responsible community groups. St. Michael's Church shall have priority over all other activities.
2. Priority of facility use is as follows:
 - A. Parish programs – including funerals.
 - B. Official parish groups.
 - C. Individual parishioners – weddings, receptions, etc.
 - D. Other persons or groups.
3. The facilities of St. Michael's Church shall not be made available for commercial purposes.
4. The fact that a group is permitted to meet in the St. Michael's facilities does not constitute an endorsement of the group's policies or beliefs by the Church of St. Michael.
5. Permission will not be granted for any meeting, which is deemed prejudicial in any way to the best interests of St. Michael's Church.
6. The Parish Administrator will be responsible to establish policies and recommend changes for the use of the facility. All changes must have approval of the Pastoral Council and Pastor.
7. Any use of the facilities by an individual parishioner or other person or group must be in accordance with the regulations and fee schedule.

Facility Regulations

1. Facility use must be approved by the Administrator or designate. It shall be the Administrator's duty to implement an application and approval process.
2. Groups who are permitted to use any facility of the Church shall be responsible for discipline and reasonable care of the church property and

furnishings and will be expected to pay for any damage. NOTE: Parents will be held responsible for damages caused by their minor children (18 and under).

3. There must be a supervising adult from the user group in charge and present at all times.
4. The Church shall provide:
 - A. Set-up and take down of requested furniture and equipment onsite.
 - B. A facility supervisor for social hall and/or kitchen rentals.
 - C. Heavy duty cleaning of floors (mopping, vacuuming, waxing, etc.).
5. The facility shall be left in a clean and orderly fashion.
6. The moving or removal of artwork, statuary, flags, pictures, etc., is prohibited.
7. Decorating is restricted to table decorations. Nails, tacks, pins, tape, and other objects deface the walls, and the walls are not to be used for decorations by those renting the hall. No glitter, confetti, rice or other similar materials are to be used in or around the hall. No balloons are allowed unless they are tied down. No chairs against any of the walls.
8. The representative of the user group shall accommodate the Administrator with appropriate provisions for liability insurance.
9. Saturday evening receptions must respect the 4:30 p.m. Mass being held in the church. No music is allowed from 4:00 p.m. until after 6:00 p.m. on Saturday evenings.
10. Smoking is not permitted within the facility.
11. It is never appropriate to consume alcohol prior to a wedding or any Mass or religious ceremony. Renters must be responsible to see that alcohol is never served or allowed to be consumed in or around the church property prior to a wedding. No beverages of any type are ever allowed in the church itself.
12. Alcoholic beverages are permitted for receptions, which follow a ceremony; liability insurance must be obtained through a church-approved carrier, and

security must be provided for the event. (See attached “Guidelines for Special Events Coverage”).

13. Serving of meals or refreshments must comply with the published regulations.
14. User groups shall not hold the Church of St. Michael responsible in any way for the temporary storage of equipment or supplies.
15. Kitchen use shall be governed by published regulations.
16. Distribution of literature shall comply with church policy.
17. All costs incurred by the Church as a result of a user group, or its members failing to comply with the terms of the agreement and its attendant policies and regulations will be borne by the user group.
18. Non-parishioners may not reserve facility more than six months prior to usage date.
19. The Church of St. Michael, Farmington, MN, is not responsible for lost or stolen items. Safeguard your valuables at all times by locking your vehicles and keeping valuables out of sight. Do not leave purses, jewelry, cell phones or other valuables unattended at any time.

I have read and agree to abide by all terms, conditions, regulations, policies and pricing of this agreement.

Signature_____

Witness_____

Date_____