

Holy Spirit Catholic Church

7243 E. 10th St.
Indianapolis, IN 46219

Facility Use Policy

Holy Spirit Catholic Church facilities are available to rent for eligible events and meetings. A list of these events is provided in the rental packet, as well as a list of ineligible events. Please read through all the information in your packet, failure to comply with these policies and regulations could result in forfeiture of the deposit.

Deposit amounts vary according to the facility that is being rented, and are due at the time the Facility Use Agreement is turned into the office. A list of fees and deposit amounts are included in the packet.

All facility rentals require a one million dollar insurance policy, which can be purchased through the Archdiocese of Indianapolis. You also have the option of placing a rider on your homeowners or similar policy. Please read the Procedures for Special Events Insurance Coverage included in the packet for complete information and instructions.

We require that any event involving alcohol have a licensed bartender to control distribution, check for minors, and have the ability to cut off participants when necessary.

Catered events are required to have a licensed bartender and a liquor liability certificate. These are usually provided by the caterer. It is the responsibility of the lessee to obtain a copy of the certificate, and provide it to the Parish Office. These fees are separate and the responsibility of the lessee.

This packet contains several forms and information pages, please read through each of them carefully, it is important to understand the policies and regulations involved with the use of any Holy Spirit Catholic Church facility. The Parish Office will be available to help you with any questions concerning rental of a facility.

HOLY SPIRIT CATHOLIC CHURCH

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ELIGIBLE AND INELIGIBLE EVENTS

Eligible Events:

Wedding Receptions	Family Birthday Parties
Rehearsal Dinners	Anniversary Parties
Bridal or baby Showers	Homeowner Association Meetings
Baptismal Parties	Family Reunions
Quinceanera Parties	Class Reunions
Retirement Parties	Mercy Meals (if not provided by the Parish)
Recognition dinner/party	Graduation Parties
Card Parties	Fund Raising Dinners
Team Dinners	

Eligible Recurring Meetings:

Home-School Groups
Community Organizations
Support Groups (not sponsored by the parish)
Fraternal Organizations

Excluded Events

Athletic events
Any activity with firearms
Fireworks
Motorized vehicles of any size
Events with more than 200 people
Events lasting more than 12 hours
Inflatable devices (bounce houses, etc.)

Complementary Rental: Anniversary Celebration of 50th or above. Milestone Birthdays: 75th and above. (Insurance and damage deposit still required)

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FACILITY RENTAL RATES

Due to the popularity of the spaces, we rent to our Parishioners and Eastside Cohort.

Facility	Hold Fee	Cost	Occupancy
Cafeteria	\$250	\$500	125
Cafeteria with Kitchen	\$250	\$700	125
Early Hall	\$500	\$1500	175
Parish Basement	\$75	\$150	60

Hold Fee due upon reservation.

ALL FEES MUST BE PAID IN FULL 1 WEEK PRIOR TO THE DATE OF THE EVENT.

PROCEDURES FOR SPECIAL EVENTS INSURANCE COVERAGE:

All rentals must include a one million dollar Insurance Policy. This policy may be available through your homeowners or similar insurance. It is available through the Archdiocese of Indianapolis and provided by K and K Insurance Company online at www.kandkinsurance.com for an additional \$130. Proof of insurance must be provided 15 days prior to the date of the Event.

Please read all policies and regulations associated with this rental agreement. If you have any questions, or concerns please contact the Parish Office.

Facility Use Agreement

The Facility Use Agreement is entered into on _____, 20____ by **Holy Spirit Catholic Church, Inc.** and _____ (Licensee), with respect to Licensee's proposed use of space at **Holy Spirit Catholic Church, Inc.** on _____, 20____. **Holy Spirit Catholic Church, Inc.** and Licensee agree to the following rules, regulations and provisions:

1. _____ The **Holy Spirit Catholic Church, Inc.**, Building Manager or the **Holy Spirit Catholic Church, Inc.**, designee shall approve scheduling of all building facilities.
2. _____ All events must terminate by 11:00 P.M. Events with music must arrange for music to stop at 10:30 P.M. **If an event will have minors present who are not accompanied by a parent or guardian, Licensee will be fully responsible for city curfew compliance. Additionally, all children under the age of 16 must be in presence of a parent or guardian at all times.**
3. _____ Absolutely NO decoration or signs are to be attached or affixed in any way to any wall, windows, doors, or chandeliers.
4. _____ All decorations, flowers, liquor, or food items must be removed at the conclusion of the event. Failure to do so will result in an additional fee.
5. _____ There is to be **NO SMOKING** inside the building, the courtyards or in any garden areas. Failure to comply with this regulation is cause for forfeiture of Rental Deposit.
6. _____ It is Licensee's responsibility to comply with all applicable laws, ordinances and regulations in the use of the facility. Licensee is responsible for the conduct of all individuals attending Licensee's event, including, but not limited to, all caterers. Therefore, it is also Licensee's responsibility that Licensee's guests and the caterer for the event also comply with all applicable laws, ordinances and regulations.
7. _____ **Any abuse of, damage to, or loss of Holy Spirit Catholic Church, Inc., whether real or personal, shall be the responsibility of Licensee. Licensee agrees to reimburse the Holy Spirit Catholic Church, Inc., upon demand, such sum as will be necessary to restore the damaged property to its original condition.**
8. _____ **Licensee assumes full responsibility for the character, acts and conduct of all persons attending Licensee's event. Licensee hereby holds harmless and indemnifies Holy Spirit Catholic Church, the Pastor of the Church, the Archdiocesan Location, the Archdiocese of Indianapolis, and their respected officers, employees, members and agents, against any and all losses, claims, liability or damages (including attorneys' fees) arising or allegedly arising out of**

injury to persons or property and relating to Licensee's use of the facility, including but not limited to those which may be asserted by third parties.

9. **Licensee shall carry or obtain comprehensive general liability insurance in the amount of not less than \$1,000,000 and shall include the Holy Spirit Catholic Church, the Pastor of the Church, the Archdiocese of Indianapolis as additional insureds there under. Obtained through Arthur J. Gallagher Risk Management Services.**
10. _____ Licensee will not charge for (whether by admission fee or otherwise) alcoholic beverages served at Licensee's event and will otherwise comply with all laws regarding the use and consumption of liquor.
11. **Holy Spirit Catholic Church, Inc.**, shall assume no liability for the loss, damage or return of any items of personal property brought onto the premises by Licensee, or any of its guests. Licensee shall assume all liability and risk of loss for any loss or damage to items of personal property brought onto premises by any member of said Licensee, or any of its guests. **Holy Spirit Catholic Church, Inc.**, shall assume no liability for the loss or damage of vehicles parked in the **Holy Spirit Catholic Church, Inc.**, parking lot by Licensee, or any of its guests.
12. _____ Any change or modification to this contract will not be effective unless made in writing and signed by both parties to this contract.
13. _____ Holy Spirit Catholic Church will do their best to have a staff member present during the event. If a staff member cannot be found, we reserve the right to require the licensee to obtain security for their event at an additional cost.

I/We have read and agree to the above regulations.

Holy Spirit Catholic Church, Inc.

Signed

Date

LICENSEE

Signed

Date

This agreement will be signed and reviewed with a Holy Spirit Staff Member

Holy Spirit Catholic Church Kitchen Guidelines

Use of the Parish or School Kitchens is subject to approval by our Parish Food Service Director. Since we are also School, we are subject to specific guidelines by the Board of Health.

1. All items in the refrigerators and storage areas are the property of Holy Spirit Catholic Church and are not for general use.
2. Rental Groups must provide all disposable products and tablecloths for their event
3. All equipment and appliances used must be wiped down and returned to the proper place.
4. Wash all Holy Spirit dishes, serving wares, and utensils and return to the storage area.
5. Wipe down counters, range tops, and clean sinks of debris
6. Sweep and mop the floor.
7. Turn off stoves and other appliances.
8. Dispose of leftovers. Do not leave items in the refrigerator.
9. Check that doors are locked.
10. If using the school kitchen, make sure you have scheduled a meeting with the Cafeteria Staff to learn the rules specific to school kitchens.

Lessee

Date

Holy Spirit Representative

Date