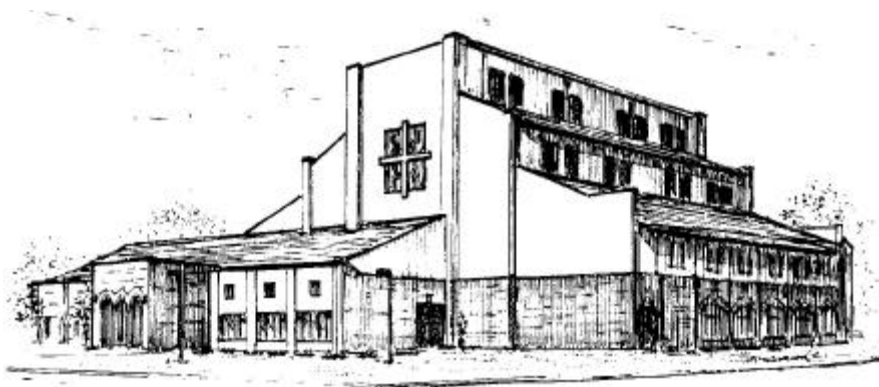


Facility Rental Guide



The Church of St. Gerard
9600 Regent Avenue N
Brooklyn Park, MN
(763) 424-8770



Thank you for considering space rental at the Church of St. Gerard for your event. The following pages are meant to provide you with information about our facility. We look forward to working with you and hope these policies clarify the spaces available, their costs and rules that govern the rental of our facility.

Please contact Sue Czerniak, facility scheduler, or me at (763) 424-8770 with any questions.

Sincerely,

Sharon Johnson
Parish Business Administrator

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General Policies

Rental Spaces

St. Francis Hall, the Hard Floor Area, the Kitchen and Classrooms are available for short term rental. For wedding receptions, anniversaries, large meetings and seminars, banquets and other activities, the St. Francis Hall Group (Carpeted area, Hard floor and Kitchen) is a 6000-square-foot hall with seating capacity for a maximum of 300 at 6 foot round and/or 8 foot rectangular banquet tables.

Scheduling

All rentals are on a first-come, first-served basis. The space will be reserved upon receipt of the security deposit (See Fee Schedule).

The facility may be rented by outside groups for seminars, meetings, etc. subject to approval by the facility scheduler (in consultation with the business administrator and/or pastor, if necessary). Any use must be consistent with the philosophy and ideals of St. Gerard's. Permission to use the facility does not constitute an endorsement of a group's activities or beliefs.

The facility will not be available for rental if the intended use conflicts with regularly scheduled activities of the parish (e.g. religious education classes).

The user of the facility will be allowed to arrive early on the day of the event to set up decorations, etc; however, this must not interfere with scheduled parish activities or other rental groups. Decorating and preparation for an event may only be done during regular office hours of the parish and/or under the supervision of an event supervisor. ***An additional charge to cover utilities may be assessed if preparation is done the day before an event or requires more than 3 hours to complete.***

St. Gerard's may cancel the use of its facilities if the policies set forth are not adhered to by the group using the facilities.

Security / Supervision

A church contracted event supervisor may be required. The fee for this person for 5 hours will be included as part of the hall rental fee for wedding receptions, corporate and non-profit group events. If an event supervisor is required to be here prior to the event (example: while the room is being decorated) or after the event has finished and the renter and guests have departed (example: to complete the resetting of alarms or complete clean up) there will be an additional \$20 per hour or portion of an hour charged for the supervisors time. The event supervisor will assist the renter with any issues that arise, help keep the guests in the areas where they should be, handle lock-up/alarm issues and supervise usage and clean up of the space.

An additional Brooklyn Park Police Security Office will be required when alcohol is served. (see Alcohol Consumption)

Music may not start before 6:30 p.m. on Saturday evening.

St. Gerard's is not responsible for any materials temporarily stored in its facility. Storage of materials before or after the day of the event must be pre-approved.

No smoking is allowed in the building.

Alcohol Consumption

St. Gerard's recognizes that the responsible use of alcohol is often part of a celebration. Therefore, alcohol may be served and a cash bar may be set up. Liquor providers must be licensed and must be approved by St. Gerard's.

If alcohol is served, a security officer obtained through the Brooklyn Park Police is required (See Fee Schedule). Arrangement for the security officer will be made by St. Gerard's staff.

All serving and consumption of alcohol must comply with municipal regulations.

Maintenance / Security Deposit

St. Gerard's will set up tables and chairs in accord with the instructions provided by the renter. A form for providing instructions will be distributed prior to the event. A set up fee may be required. (See Fee Schedule)

The security deposit is required 21 working days prior to the event. It will be refunded within 10 days if no deductions are necessary. In the event deductions are necessary, any remaining deposit will be processed and refunded within 30 days.

Although St. Gerard's is responsible for the final clean up of the space, renters are responsible for removal of all decorations, food stuffs, trash, general pick up of the area and specific clean up of the kitchen area. The event supervisor will assist the renter with clean up but is not responsible for doing the clean up alone.

The guidelines for clean up will be provided to the renter prior to the event. Time spent by maintenance removing decorations and/or on extraordinary cleaning will be deducted from the security deposit at a rate of \$35 per hour or portion of an hour.



ONLY BLUE PAINTERS TAPE is to be used for when taping items and/or decorations up. **NO RICE, BIRD SEED OR CONFETTI** may be used or thrown inside or outside the building. If rice, birdseed, confetti or other types of tape are found at the event, a minimum amount of \$50 will be deducted from the security deposit over and above the clean-up charges.

Use of Church Equipment and Spaces

Renters will have access to the available tables and chairs. The sound system in St. Francis Hall is also available for use. If additional tables or chairs are required, contact the event supervisor or receptionist for directions on where to obtain additional tables or chairs.

If food is served, caterers/renters will provide the linens, eating and drinking utensils and place settings.

The kitchen area, for use in serving, is included with your St. Francis Hall Group rental. Additional fees are charged for use of the appliances and utensils (See Fee Schedule). The renter is responsible for cleaning the kitchen after its use. A cleaning guide will be given to the renter and the kitchen and rooms are to be cleaned *immediately* after the event.

Audio-visual equipment is available for a reasonable fee.

Rental of any room(s) includes access only to the specific area(s) rented and to the adjoining restrooms. Guests are not to congregate in the Atrium, Library, Gathering Space, or other areas of the building. Hallways are to be used only for passage to rented areas and restrooms. Guests are to park in the southwest parking lot.

Insurance

Proof of insurance for any rental of the space is required by St. Gerard's insurance provider, Catholic Mutual. Insurance may be provided by the renter obtaining a rider on a homeowner's or business policy. The liability insurance must be in the minimum amount of \$1,000,000 (one million) and include bodily injury, property damage and host liquor liability (if alcohol is served). The insurance rider/policy must also name the Church of St. Gerard as an additional insured for the event. The proof of coverage must be in St. Gerard's office 21 working days prior to the event; if it is not, a policy through the church's general insurance must be purchased at a cost of \$75 to the renter.

Fee Schedule

The fee schedule is based on the following four categories:

1. Wedding receptions
2. Parishioner events
3. Corporate events
4. Non-profit group events

Fees for items 1,3, and 4 include the event supervisor charge for up to five hours, and general clean-up. A security deposit payment is required to hold the facility; final payment of all other fees is due 21 working days prior to the event.

The set up of tables and chairs is included in the fees for item 1 (Wedding Receptions) only.

All initial fees cover 5 hours of event time and 2-3 hours of decorating time. If you exceed 5 hours of event time there is a \$60 per hour charge for any hour or portion of an hour over time that the renters group is in the building. (See Fee Schedule). Non-profit groups will be charged \$30/hour. This covers additional expenses incurred with the exception of the hourly cost of the Security Officer when alcohol is served.

A supervisor is generally not required for a small parishioner event (unless alcohol is being served). However, the parishioner renting is then responsible for supervising their event and must meet with the facility scheduler before the event to understand building security and how to operate lights and rented appliances. If the event extends beyond normal office hours the parishioner must arrange to pick up a key prior to the event and return it after the event. For the parishioner's convenience an event supervisor may be engaged for \$20 an hour.

Fees are subject to change without notice until the security deposit is received and the rental agreement is signed.



Fee Schedule (cont.)

Basic Fees Charged

Basic fees secure the facility for 5 hours of event time and 2-3 hours of decorating time.

	<u>Parishioner</u>	<u>Non Parishioner</u>
<i>Wedding Reception</i>	\$450	\$550
	Includes set up and utilities and event supervisor for 5 hours	
Security Deposit	\$450	\$550

<i>Parishioner Event</i>	Includes utilities for 5 hours	
Hard Floor Area Only	\$60	
St. Francis Hall	\$150 (without set up)	
Other Rooms	\$30 (each)	
Security Deposit	Equal to room charges	
Event Supervisor	Not required - available at \$20/hour	

<i>Corporate Event in St. Francis Hall</i>	\$350 up to 4 hours (without set up)
	Includes utilities and event supervisor for 5 hours
Other Rooms	\$30 (each)
Security Deposit	\$300

<i>Non-profit Group In St. Francis Hall</i>	\$200 up to 4 hours (without set up)
	Includes utilities and event supervisor for 5 hours
Other Rooms	\$30 (each)
Security Deposit	\$100

Additional Fees (not included in above unless noted):

- Insurance purchased through Catholic Mutual..... \$ 75
- Hourly Security Officer - (two hour minimum)..... \$ 45
- Kitchen appliances - (advance training required)..... \$ 100
- St. Francis Hall table and chair set up \$ 150
- Hourly Event Supervisor (as required) \$ 20
- VCR and Monitor..... \$ 15
- Overhead Projector..... \$ 10
- Hourly charge for hours over and
above those covered by fee..... \$ 60
- Non-profit hourly charge for hours over and
above those covered by fee..... \$ 30
- Hourly utility charges..... \$ 5