



## **St. Jude Parish Facility Rental**

### **General Guideline**

St. Jude Catholic Church has been blessed wonderful facilities to carry out the mission of the church. These facilities are to be available to the parish, school, and ministries as needed. Should there be open spaces not being used in such a capacity the **parishioners of St. Jude Church** may rent, for private use, certain areas of the parish campus. Reservations must be made in advanced with a signed contract, damage deposit, and Certificate of Liability Insurance prior to utilizing the site.

### **Facility Requests**

The scheduling calendar is opened July 1<sup>st</sup> and runs through June 30<sup>th</sup> each year. You may submit a request to the parish offices at any time. Please call or email ahead to check on availability.

**An application must be filled out, damage deposit submitted, and Certificate of Insurance provided in order for an event to commence.**

Should your request occur for a date not yet opened, applications will be accepted **with deposit**, numbered, and held in the order received until the new calendar is available to schedule.

Your certificate of insurance will be due within three (3) weeks of notification of your approved application.

### **General Guidelines**

- Herein after the applicant will be referred to as the Lessee and the St. Jude Parish representative as the Lessor.
- Lessee must be an active parishioner, in good standing, to rent facilities. Lessee must remain present all times. Any special consideration of non-members will be at the sole discretion of the Pastor.
- Reservation is considered complete when damage deposit and contract are received. Additional coverage may be required if serving alcohol.
- All events must have a Certificate of Liability Coverage at the parish Center prior to commencing and all events must end by 11:00 p.m.
- You must be over the age of twenty-one (21) to rent facilities.
- The lessee is responsible for the actions of their guests. At no time should there be lewd, excessively loud, or damaging behavior. It is expected that all guests will conduct themselves in a Christian manner.

\_\_\_\_\_ Lessee initials

\_\_\_\_\_ Lessor initials

## Facility Locations & Fees

**Available Sites:** Cafeteria (200 capacity)  
Pavilion (400 capacity) restrooms included  
Gym (400 capacity)

**Deposit:** \$250.00 per site leased

**Fee:** Time allocated for each rental is inclusive of set-up & tear-down.  
Cafeteria \$250.00 (6 hours)  
Pavilion \$75.00 (2 hours – 6 hours)  
Gym \$250.00 (6 hours)

**Complementary rental:** Anniversary Celebration of 25<sup>th</sup>, 40<sup>th</sup>, 50<sup>th</sup> year  
& Milestone Birthdays of the 80<sup>th</sup>, 90<sup>th</sup>, 100<sup>th</sup> & any at or exceeding 101<sup>st</sup>  
(2 – 6 hours Insurance & deposit still required)

## Location Guidelines

- St. Jude reserves the right to have a staff member present at all times
- Use of kitchen is for cafeteria rental only. Use of oven/stove/dishwasher is prohibited
- Refrigeration allowed in the upright refrigerators.
- ABSOLUTLY NO:
  - \_\_\_\_\_ Smoking & DJ smoke machine
  - \_\_\_\_\_ Fireworks/firearms
  - \_\_\_\_\_ Confetti or sparkles
  - \_\_\_\_\_ Rice/ bird seed
  - \_\_\_\_\_ Controlled substances/drugs
  - \_\_\_\_\_ Pets (except for service animals)
  - \_\_\_\_\_ Helium Balloons (air filled ok)
  - \_\_\_\_\_ Flower petals
- All sites must be returned to their original condition which will include, but not limited to: pick up of all trash, **empty trash containers** via dumpsters/recycling, and re-line containers w/ provided bags. Sweep/mop. Remove all decorations. Put away any borrowed supplies such as table & chairs. Restrooms must be tidy, trash removed.
  - Dumpster for trash & recycling can be found behind Cafeteria. Brooms and mops can be found in the kitchen utility room area and in the gym closet behind the water fountains.
- Turn off all lights when finished unless told otherwise. Lock all doors.
- Events must be cleaned and finished by 11:00 p.m. the lights in the gym turn off automatically at 11:00 p.m. please plan accordingly.
- Facility that are not found to be cleaned properly by the St. Jude Manager of Buildings & Grounds, \$50.00 per hour will be paid to the contractor for cleaning. The total amount charged would 1<sup>st</sup> be drawn from Lessee's deposit and 2<sup>nd</sup> from the Lessor's account. Should this happen the Lessee will be expected to pay the balance not covered by the deposit.

\_\_\_\_\_ Lessee initials      \_\_\_\_\_ Lessor initials

## **Certificate of Liability & Alcohol Use policy**

St. Jude Catholic Church is required by the Archdiocese of Indianapolis to properly examine all Certificates of General Liability Insurance prior to the event commencing. No keys will be given out for the facility use without this valid Certificate on file. Certificate may be sent via mail, fax (317) 780-7592 or email [jhovanec@stjudeindy.org](mailto:jhovanec@stjudeindy.org).

Obtaining a Certificate of General Liability Insurance may be acquired through the Lessee's private homeowners insurance, the Archdiocese of Indianapolis insurance company, or other private resources. Please check for best available rate. This certificate must include general liability **minimum limit of \$1,000,000.00**. Policy period must be current and cover the time frame of the event. Certificate shall list the following as "additionally insured": Archdiocese of Indianapolis and St Jude Catholic Church located at 5353 McFarland Rd., Indianapolis, IN 46227

The serving of alcoholic beverages is prohibited unless permission is sought in the Lessee's application & Certificate of General Insurance is provided

If alcohol will be served at the event the underwriter of the Insurance Policy must be informed as they may require additional information. WHEN PERMISSION IS GRANTED FOR ALCOHOL IT IS STRICTLY LIMITED TO BEER & WINE SERVICE ONLY AND MUST BE CONFINED TO THE INTERIOR OF THE BUILDING

\_\_\_\_\_ Lessee initials      \_\_\_\_\_ Lessor initials

## **Liability**

St. Jude Church, the Archdiocese of Indianapolis, and any of their employees shall not be responsible for damage to or loss of any private property upon the Parish premises sustained by the Lessee or of any participant, guest or spectator at the event, or any other person at the event. The facilities and equipment (including floors, storage of tables & chairs) will be carefully examined after use and lessee agrees that any loss or damage will be deducted from their deposit. Lessee agrees to hold harmless the Lessor for any liability suit as allowable by law.

\_\_\_\_\_ Lessee initials      \_\_\_\_\_ Lessor initials

## **Keys & Final Payment**

All contractual fees for the event must be paid in full prior to receiving keys to the facility. Certificate of Liability Insurance must be received & reviewed by a parish staff member prior to key distribution. Lessee must make arrangements to visit the parish center offices during regular business hours no less than two (2) days before the event is to commence. If you do not require keys it is expected that the event will be paid in full prior to the date of said event. Envelope drop-slot is available at the parish center for after hour needs. All keys must be returned to the parish center immediately after the end of the event. Any keys not returned will have \$75.00 damage fee deducted from deposit.

\_\_\_\_\_ Lessee initials      \_\_\_\_\_ Lessor initials

# **St. Jude Parish Facility Rental Application**

**Parishioner's name(s):** \_\_\_\_\_

**Email:** \_\_\_\_\_@\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

(\_\_\_\_\_)\_\_\_\_\_

**City:**\_\_\_\_\_ **State:**\_\_\_\_\_ **Zip:**\_\_\_\_\_

**Alt contact person:**\_\_\_\_\_ **Phone:** (\_\_\_\_\_)\_\_\_\_\_

**Event Name/purpose:** \_\_\_\_\_

**Event Date:**\_\_\_\_\_ **Event Time: Start:**\_\_\_\_\_ **Finish:**\_\_\_\_\_

**Anticipated number of attendees:** \_\_\_\_\_

**Location(s) requested:** Cafeteria \_\_\_\_\_ Gym \_\_\_\_\_ Pavilion \_\_\_\_\_  
(kitchen facilities not included)

**Do you seek permission to serve beer and or wine?** YES \_\_\_\_\_ NO \_\_\_\_\_

**I/we understand:** That a Certificate of General Liability Insurance for each location must be presented to the St. Jude Parish staff prior to the event or event will not commence, and that I/we have been provided with a St. Jude Parish Facility Rental guideline for the facility usage and insurance requirements and thus agree to abide by all guidelines. Furthermore, it is my/our responsibility to inform the Insurance underwriter if alcohol will be provided at said event. Further information for this can be found at: <http://www.archindy.org/insurance/special.html>

It is expected that the event will be paid in full prior to the date of said event. This application is considered pending until it is signed by the Lessee and delivered along with a damage deposit check of \$250.00 to the parish center office.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parish Representative

\_\_\_\_\_  
Date