

**St. Anthony of Padua
Schad Hall Usage Policy
Effective July 1, 2018**

Schad Hall is available on a first come, first serve basis. All usage of Schad Hall must be scheduled with the parish office staff (812-934-6218).

There is a fee (*See Exhibit A, Fee Schedule*) to rent the hall with the exception of parish events, selected non-profit organizations and selected parishioner events (*see Exhibit B, Fee Exemptions*)

All non-parish sponsored events need to present a copy of a comprehensive general liability insurance policy (*see Exhibit C, Comprehensive General Liability Insurance Policy*)

All events where alcohol is sold and/or included in the admission price must adhere to the Alcohol Policy (*see Exhibit D, Alcohol Policy*)

Parishioners are considered those persons registered in the parish office and who are envelope holders for at least 1 year. A family member of a parishioner is not considered a parishioner. Parishioner's children need to register when graduated high school or 18 years of age.

Refer to Schad Hall lease agreements for more specific details.

Exhibit A: Fee Schedule

All fees will be fully refunded if cancelled with a 6-month notice.

Hall Rental Fees (Non-Wedding)

	<u>Parishioner</u>	<u>Non-Parishioner</u>	<u>Non-Profit Org. (Non-Fundraiser)</u>	<u>Non-Profit Org. (Fundraiser)</u>
Upper Hall Only	\$250	\$600	\$250	\$600
Lower Hall Only	\$75	\$400	\$75	\$400
Both Upper & Lower	\$325	\$900	\$325	\$900
Key Deposit:	\$25	<i>(refundable upon return of key)</i>		
Clean up Fee:	\$50/hour	<i>(if additional clean-up is deemed necessary by St. Anthony of Padua)</i>		

Hall Rental Fees (Wedding)

	<u>Parishioner</u>	<u>Non-Parishioner</u>	
Hall Rental:	\$750	\$1,500	<i>(one half due at reservation, remaining due one month prior to event)</i>
Damage Deposit	\$250	\$600	<i>(due upon reservation, refundable if no damages)</i>
Clean up Fee:	\$250	\$300	<i>(optional for parishioner, due one month prior to event)</i>

Hall Rental Fees (Non-Parish Sporting Events & Practices)

	<u>First 3 Hours</u>	<u>Additional hours</u>
Upper Hall Only	\$25	\$20/hour

Table & Chair Rentals (Non-Hall use)

	<u>Tables</u>	<u>Chairs</u>
Daily Rate	\$5.00	\$2.50

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Exhibit B: Fee Exemptions

The following organizations/events may use Schad Hall free of charge, but still must comply with the Comprehensive General Liability Insurance Policy.

Non-Profit Organizations:

- Morris Volunteer Fire Department (including fundraisers)
- Morris 4-H club (meetings only, not to exceed 3 hours).
- Girl Scouts and/or Boy Scouts (meetings only, not to exceed 3 hours).
- Home School groups (not to exceed 8 hours).

NOTE: All non-profit group fundraisers or events must pay a fee.

Parishioner Events:

- Parishioner's benefit event. A parishioner cannot sponsor an event for a non-parishioner free of charge. The person who the benefit is for needs to be a parishioner as stated in the above definition.
- Parishioners who achieve and celebrate 50 or 75 years of marriage.
- The use of the hall for lunch after a funeral for parishioners is free of charge.

Exhibit C: Comprehensive General Liability Insurance Policy

All non-parish sponsored events need to present a copy of a comprehensive general liability insurance in the amount of not less than \$1 million and shall include the St. Anthony of Padua, the Pastor of St. Anthony of Padua, the Archdiocese of Indianapolis as additional insureds thereunder.

- This includes meetings of non-profit groups. The non-profit organizations should provide their groups with a copy of insurance. Please keep these on hand until the group discontinues meeting at our facility. Annually review the insurance copies to be certain they have not expired.
- Also includes all non-profit organization meetings, events and fundraisers.
- Parishioners and non-parishioners privately renting may contact their homeowner's insurance company to provide a copy.
- If needed, the website to complete the Archdioceses of Indianapolis online application is <http://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx> All events must be reported 15 days prior to effective date. The renter may also contact any other insurance company to obtain the coverage.

Exhibit D: Alcohol Policy

Events where alcohol is included in the admission price or sold per-drink.

- A licensed bartender is required.
- A Liquor Liability coverage is needed for any event that will include the sale of alcoholic beverages, either on a per-drink basis or included in the cost of admission. The bartender may have this coverage.
- A Beer Wine Permit or Hard Liquor Permit is required if included in admission or sold as per-drink basis.
- \$1 million comprehensive general liability insurance as stated above is also required.

<http://www.in.gov/atc/2409.htm> for information and permit application.

I, _____, (signature of renter), on _____(date) have read, accept and agree to fees and requirements set forth by the St Anthony of Padua Shad Hall Usage Policy and the contents of this contract.

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