

SAINT ANTHONY OF PADUA CHURCH

P.O. BOX 3

MORRIS, INDIANA 47033

JMJ

Schad Hall Usage:

Any use of the parish facility must take into account: Care for the property, nearness of the hall to the church, consideration for the sacred services and availability of the services.

With these considerations in mind, the following rules have been formulated and are here with publicized.

WHO MAY USE THE HALL: Schad Hall is open to the use of all parishioners on a first come, first served basis for a fee. **(Parishioners are considered those persons registered in the parish office, who are envelope holders for at least 1 year.)** Exempt from charges are the following Fraternal Organizations: Knights of Columbus, Knights of Saint John, and the Morris Volunteer Fire Department as well as St. Anthony CYO Basketball and volleyball. The lower hall may be used for meetings of the following organizations, provided that an adult parishioner/leader is present at all times at the meetings—Morris 4-H club, Girl Scouts, and Boy Scouts. (Meetings not to exceed 3 hours.) Times must be scheduled in the parish office.

A family member of a parishioner is not considered a parishioner unless that person is registered in the church office as such.

The usage of the hall will be approved by the Hall Committee on a monthly/quarterly basis, as needed.

CONDITIONS:

The person booking the hall will pick up the key from the parish office per their protocol. Clean-up will be conducted by the parish cleaning staff for weddings.

For receptions and dances-all alcohol will be served from the lower hall. (We ask that the person(s) in Charge of the event do their best to keep drinks from being taken on the dance floor to Prevent accidents and damage to the floor.) THERE IS TO BE NO ALCOHOL SERVED AFTER 11:00PM.

Fees will be paid at the time of scheduling a function. Fee will be fully refunded if cancelled and there is 6 months notice given-unless otherwise approved by the Hall Committee.

If the hall is used for a small event on a day prior to Bingo, you will be expected to set up for Bingo. If not set up according to diagram, \$50.00 will be deducted from your deposit. Function will conclude no later than 11:30 PM.

The use of the hall for lunch after a funeral for parishioners will be at no cost. For non-parishioners the fee will be \$100.

For parishioners who achieve and celebrate 50 or 75 years of marriage the fee will be a free-will donation, if cleaned up or you may pay for clean-up.

There will be a \$50.00 per hour fee if clean-up is needed after any other function than a wedding.

BENEFITS/Function for a parishioner will be free. Parishioner must provide proof of insurance and pay a damage deposit. Damage deposit will be returned if cleaned up, no damages and after key is returned.

---If for a non-parishioner, a parishioner may "sponsor" the function/benefit for the regular parishioner fees for 'other event' (see Fee schedule). The parishioner must provide proof of insurance and make the damage deposit, as well as be present at the function.

---If for non-parishioner without parishioner sponsor—must be rented per Non-parishioner fee for 'other event'.

Any other special events or circumstances may be presented to the hall committee for consideration at their monthly meeting. If no monthly meeting scheduled before requested event the parish office staff will contact the Hall Committee Chair who in turn will contact the other committee members so a decision may be made. Call the parish office to make request or attend the monthly meeting.

9/15/09 PLEASE CONTAIN YOUR GUESTS TO THE RENTED AREA (UPPER AND/OR LOWER HALL) DO NOT ENTER THE CLASSROOM AREAS OR CLASSROOM HALLWAY.

THERE IS NO SMOKING PERMITTED IN ANY BUILDING ON THE PREMISES OF ST. ANTHONY of PADUA CHURCH.

FEES:

Parishioners

	Clean-up	damage deposit	rental	
TOTAL				
WEDDINGS--UPPER AND LOWER--	\$250.00	+	\$250.00	+
				+
			\$500.00	=
\$1000.00				

Deposit--\$500.00 (damage deposit* and one half rental fee)

Clean-up fee will be due with the remainder of the rental fee when the key is picked up.

OTHER EVENTS-UPPER HALL-----see below**	+	\$150.00	+	\$250.00	=
\$400.00					

-LOWER HALL-----see below**	+	\$150.00	+	\$75.00	=
\$225.00					

-UPPER&LOWER---see below**	+	\$225.00	+	\$325.00	=
\$550.00					

**You have the option of cleaning up yourself or contacting the parish clean-up crew. If you choose to do the clean-up and further clean-up is required, there will be a \$50.00/hour charge.

Non-parishioners

	Clean-up	damage deposit	rental	
TOTAL				
WEDDINGS-UPPER AND LOWER-----	\$300.00	+	\$250.00	+
				+
			\$1200.00	=
\$1750.00				

Deposit--\$850.00 (damage deposit and one half rental fee)

Clean-up fee will be due with the remainder of the rental fee when key is picked up.

OTHER EVENTS-UPPER HALL-----see above**	+	\$250.00	+	\$600.00	= \$850.00
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-LOWER HALL-----see above**	+	\$250.00	+	\$400.00	= \$650.00
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-UPPER&LOWER-----see above**	+	\$250.00	+	\$900.00	= \$1150.00
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FOR ALL RENTALS, SEE CONTRACT FOR DEPOSIT REQUIREMENTS.

*DAMAGE DEPOSITS MAY BE REFUNDABLE.

There will be a per hour rate charged for sporting events/practices when used by a non-parish group. \$25.00 for up to 3 hours then \$20.00 per hour for every hour after that.

WHEN RENTING, PLEASE KEEP IN MIND THE OCCUPANCY LIMITS SET FORTH BY FIRE
CODES UPPER HALL-----390 LOWER HALL-----200

Revised 2017