

**SAINT ANTHONY OF PADUA CHURCH**

**P.O. BOX 3**

**MORRIS, INDIANA 47033**

**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 a key from the parish office per their protocol.

Clean-up will be conducted by Larry Riehle and crew.

For receptions and dances-beer 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 BEER 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 or pay Art and Albert Schneider \$25.00 to set up, you must contact them yourself. 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 the monthly meeting. If no monthly meeting scheduled before requested event Kenny Erhart may be contacted by the office staff and he will call 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

-LOWER HALL-----see above\*\* + \$250.00 + \$400.00 = \$650.00

-UPPER&LOWER-----see above\*\* + \$250.00 + \$900.00 = \$1150.00

**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 1/12/2010

St. Anthony of Padua Catholic Church

P.O. Box 3

Morris, Indiana 47033

JMJ

Schad Hall/Lower Hall Rental Contract

Name of Organization \_\_\_\_\_

Contact person(renter) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of Event ; \_\_\_/\_\_\_/\_\_\_ Type Of Function \_\_\_\_\_

# of expected guests: \_\_\_\_\_ Event start time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Name of Caterer \_\_\_\_\_

Alcoholic Beverages Served? \_\_ Yes \_\_ No Name of  
Bartender \_\_\_\_\_

**RENTER IS RESPONSIBLE TO ENSURE THAT THE BARTENDERS AND CATERERS  
HAVE PROPER LISCENSURE.**

The above Organization/Person will have the use of St. Anthony Schad Hall/Lower Hall on the above date at the cost of \$\_\_\_\_\_. A damage deposit of \$\_\_\_\_\_ and one half the rental fee of \$\_\_\_\_\_ are to be paid at the signing of the contract to guarantee the above date. Deposit due within one week of scheduling. Remaining amount of \$\_\_\_\_\_ and proof of insurance are due 1 month prior to event. Clean-up deposit is to be paid when key is picked up.

If the hall is rented less than 1 month prior to event, then a cash deposit for the rental amount, the damage deposit and proof of insurance are required at the signing of the contract. (within one week of scheduling to secure the date)

**NO ALCOHOLIC BEVERAGES ARE TO BE SERVED AFTER 11:00 PM. Your function must**

**end by 11:30 PM, with your clean-up completed and the premises vacated by Midnight.** Clean-up by our crew will begin at 11:30 pm. A PARISH REPRESENTATIVE WILL CHECK THE CONDITION OF THE HALL WITH YOU.

You and the parish representative will sign a release form describing the condition of the Hall. If the Hall was left undamaged and reasonably clean, your damage deposit will be refunded within one week, provided the key has been returned.

I have read, accept and agree to abide by the “St Anthony of Padua Catholic Church Schad Hall or Lower Hall Usage Policy.” A copy of which is attached to this contract. I agree that the applicant/organization shall be responsible for damage sustained to the church premises as the result of actions by participants and/or guests at the above meeting or event, and for any injury to a participant or guest. The undersigned will indemnify, defend, and hold harmless St. Anthony of Padua Catholic Church and the Archdiocese of Indianapolis, and/or their employees and representatives from any and all liability for such damage or injury.

**SIGNATURE of RESPONSIBLE PARTY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PAYMENT RECORD**

Due at signing of contract:

Damage deposit \$ \_\_\_\_\_ check/cash    Date \_\_/\_\_/\_\_\_\_

Received by \_\_\_\_\_

(refundable)

One half rental \$ \_\_\_\_\_ check/cash    Date \_\_/\_\_/\_\_\_\_

Received by \_\_\_\_\_

Other \$\_\_\_\_\_check/cash Date\_\_/\_\_/\_\_\_\_

Received by\_\_\_\_\_

Due one month prior to event:

Proof of insurance---received by\_\_\_\_\_ Date\_\_/\_\_/\_\_\_\_ Copy will be kept for our records, will be returned at your request when key is returned or if event cancelled.

Remaining rental \$\_\_\_\_\_check/cash Date\_\_/\_\_/\_\_\_\_

Received by\_\_\_\_\_

Other \$\_\_\_\_\_check/cash Date\_\_/\_\_/\_\_\_\_

Received by\_\_\_\_\_

Clean-up fee \$\_\_\_\_\_check/cash Date\_\_/\_\_/\_\_\_\_

Received by\_\_\_\_\_

Revised 1/12/2010