

# St. Joseph the Worker Catholic Church

## Parish Policy for SJW Hall Rental Effective Date: January 1<sup>st</sup>, 2018

St. Joseph the Worker offers its facility for use by responsible individuals and groups who are active members of the Parish. Renters shall take all means necessary to respect the solemnity of the church area and to not allow any act, music performance, or other event that would interfere with any church service or would be inappropriate for a Christian facility.

**THE ST. JOSEPH THE WORKER HALL CAN NOT BE RENTED TO CONDUCT ANY TYPE OF FUND RAISING EVENT. NOTHING, INCLUDING, BUT NOT LIMITED TO, ALCOHOL, CAN BE SOLD AT ANY RENTAL EVENT.**

St. Joseph the Worker Church Hall is available to rent to Active Parishioners for repasts, showers, rehearsals, receptions, meetings, dinners, parties, or other events with occupancy up to 300. The following are guidelines to make your event at St. Joseph the Worker Church Hall run as smoothly as possible. These guidelines are established for your benefit so that the rental date, including set-up and decorating of the hall, are carried out without any problems. These guidelines are also to ensure that the parish facility is not damaged in any way. If you are unsure of any of these guidelines, please ask for clarification at the time the rental agreement is signed.

**An active parishioner is one that is:**

- 1) Registered in the Parish,**
- 2) Actively participates in Parish activities, and**
- 3) Returns Gods gifts to the Parish Community through stewardship donations of time, talent and treasure.**

### RENTAL FEES

*(SJW Parish Hall will only be rented to Active Parishioners at this time.)*

*A check in the amount of \$300 toward possible damages to the hall is to be written at the time the initial deposit is received. This check will be held until after the event. If no damages are assessed after the hall is inspected, the check will be returned to the renter.*

Parish Hall Daytime Rental Fee	\$295.00 for up to a 3 hour event. (Event ending by 5 P.M.) An additional fee of \$75 per hour up to a maximum of 5 hours or \$100 per hour if extending past 5 P.M.)
Parish Hall Evening Rental Fee	\$395.00 for up to a 3 hour event beginning at 5PM, or any event extending past 5 P.M. An additional fee of \$100 per hour with all events ending by 11 P.M.

Rental Events on Sunday cannot start earlier than 1 P.M.

A deposit of \$100, which is nonrefundable, will be required to reserve the Hall. The date requested will not be secured until the deposit is paid. **Non-ministry** (rental) events will not be booked more than 6 months in advance.

**Rental Events** - We will have a person available to open and close the Hall. This person will also be available during the event, either in person or by phone, in case he/she is needed. This person will empty garbage, clean the hall, kitchen and bathroom after the event is concluded. The hall will be returned to the condition it was in before the rental event.

**Church Ministry Events** – Ministry volunteers are responsible for Opening and Closing the Hall. They are also responsible for emptying the garbage, cleaning the hall, bathroom and kitchen, if used. The hall must be returned to the condition it was in before the ministry event.

### **RENTAL PROCEDURE**

All scheduling shall be done through the parish office by calling the Pastor (504) 347-8438 to set up an appointment. No reservations will be made prior to the appointment and payment of the \$100 nonrefundable deposit.

The full rental fee shall be paid no later than 30 days prior to the event, or ASAP. All rentals shall be on a first-come, first-served basis based on payment of the deposit and signed rental agreements. **Certain dates and holidays are blocked out for rentals due to annual church events and services.**

No fundraising events can be held in the SJW Hall except those sponsored by SJW church organizations, parish events, ministries, St. Joseph the Worker Knights of Peter Claver and Knights of Columbus.

### **GENERAL RULES COVERING RENTALS**

In general, rental starting periods vary, but the end of the event may not be past 11:00 p.m. Renters must vacate the hall no later than 11:30 p.m. At the time the Rental Agreement is completed, the beginning time and ending time of the event must be set. No use of any other area within the building is allowed. The renter shall take all reasonable means to ensure guests and children stay within the rented areas and do not play in the hallways, or the second floor.

The entire property is smoke free. The renter will take all means necessary to enforce the parish's smoking rules and shall ensure that the parish property remains smoke-free throughout the term of the renter's occupancy under the terms of the rental agreement.

Time allowed for decorating is considered a courtesy and must be done when there is no other conflict in scheduling. If no other event is scheduled, the renter may decorate the rented space during the day or evening the day before their event is scheduled. This must be cleared with the parish office at least three days prior to the event. No furniture shall be removed from the facility at any time, unless arrangements were made with SJW staff to do so, nor should any doors be propped open or exits blocked in any way, as this is in violation of the Fire Codes.

Only the preparation of cold foods or the warming of precooked hot foods will be allowed. Food and beverage consumption may not extend beyond the rented area, specifically into non-rented areas.

Young children must be under the direct supervision of an adult 18 years of age or older. Functions involving young people under the age of 18 years of age must have adequate adult (over 18) supervision as follows: Up to grade 8: one adult for every 10 children Grades 9-12: one adult for every 15 children.

The following are prohibited from the facility at any time: unauthorized intoxicants, illegal drugs, firearms, fireworks, flammable materials, illegal gambling, animals (except guide dogs), or media that is inappropriate for a Catholic facility.

Any authorized representative of the parish or police officer shall have the right to gain access to the premises for administration of the Rental Agreement and/or law enforcement purposes.

### **DECORATING AND SPECIAL EFFECTS**

Only table and freestanding decorations are permitted. Nothing may be placed on the walls, crossbeams, doors or windows. No tape, fasteners, nails, screws, glue, glitter, pins, bubbles, or items hanging from the ceiling or sprinkler heads, or other materials which may deface any room surface are allowed. No construction or painting of decorations on the parish property is allowed. Likewise, no rice, confetti or birdseed is allowed on parish property. No tape, wax, sawdust, silicone powder, etc. is to be used on the floors. Candles or open flames are not allowed. Flameless candles and Sterno burners for chafing dishes are allowed as long as proper precautions are taken.

Lights and speakers for bands and sound systems shall be freestanding and placed away from walls, crossbeams, and ceiling tiles. Band or sound system personnel should inspect the area in advance of the event to ensure proper power supplies are available for their equipment. No special effects, such as pyrotechnics, flash pots, fog machines or other such equipment shall be used.

Temporary heat sources are not permitted in the facility at any time. It is not permitted to tape cords to the floor. All decorations and effects are to be removed from the facility upon the completion of the event. Nothing belonging to or supplied by SJW should be removed from the Hall. If you did not bring it in, do not take it out. This includes tables, chairs, kitchen items, etc. Please remove all items that you want to keep upon the conclusion of your event. Items left behind by the renters will not be saved.

### **EQUIPMENT**

Please view the facility prior to your event to determine what materials you may need to bring. Rental of the facility includes the use of our rectangular tables, chairs, sinks and counter space. Round tables are available for an additional fee of \$15.00 per table.

The Renter can use the ice in the Hall ice machine. Only ice should be stored in the ice machine. Do not place any foreign objects such as bottles, cups, etc. in the ice machine. The area around the ice machine must be kept dry.

Caterers and renters are allowed access to the kitchen for the purpose of reheating or warming prepared foods. The use of the sink is permissible to wash dishes. The counter tops may be used. Modest refrigerator space is available. Crock-pots, broiler ovens, Sterno heaters or similar heating devices may be brought in and used. Please bring your own pots, pans, utensils, cooking spoons, etc. No modification of any equipment is allowed. The renter is responsible for hiring the caterer; therefore it is your responsibility to see that they follow all the rules contained herein. Please communicate these rules to them so that there are no misunderstandings.

### **ALCOHOL SERVICE AT EVENTS**

If alcohol is to be sold or served as an incidental part of the event for payment rendered or is supplied as part of a general admission or other type fee charged for the event, a Special Occasion liquor license must be obtained from the Liquor Control Board.

Special Event applications are available on the ATC website at [www.atc.la.gov](http://www.atc.la.gov) under “permits” then “alcohol applications” then “special event & homebrew.”

Special Event applications can be completed and submitted online via the ATC website or you can download and complete a hard copy of the application to submit via mail to P.O. Box 66404, Baton

Rouge, Louisiana 70896 or in person at one of the three ATC customer service windows (*see the "contact us" page on the website for directions and office hours*).

To allow you time for the application and acquiring the license, the need for a liquor license should be communicated at the time of completing the rental agreement, with at least four weeks' notice required. No person under 21 years of age shall be served, furnished, or consume alcoholic beverage on the parish grounds. Alcoholic beverages shall not be served after 10:30 p.m. In any case, the last call will be made one-half hour before the ending time of any rental agreement. No intoxicated person shall be served or provided with any alcoholic beverage. Checking the ID of anyone who appears to be younger than 25 years of age is a requirement of the rental agreement and is the renter's responsibility. There are severe consequences violating this rule, as specified in the rental agreement – the police will be called! Any authorized representative of the parish or a police officer shall have the right to gain access to the premises. In the event of a life-threatening situation the officer will have the right to shut the event down.

**NO ALCOHOL OF ANY TYPE CAN BE SOLD AT ANY RENTAL EVENT HELD IN THE ST. JOSEPH THE WORKER HALL.**

### **SECURITY POLICE**

For your safety and the safety of your guests you must acquire an off-duty police officer or trained security guard for all evening events and any events where alcohol will be served or sold. Off duty police officers are hired through the Jefferson Parish Police Department (JPSO Detail Office 504-363-5751, must be contacted at least 2 weeks in advance to ensure the detail officer can be assigned. You will then be notified by JPSO of the name of the officer assigned to the detail.) Trained security guards are hired through the Parish Office. Evidence of the arrangements should be received at the time the final payment is made for your event. **NO ALCOHOL OF ANY TYPE CAN BE SOLD AT ANY RENTAL EVENT HELD IN THE ST. JOSEPH THE WORKER HALL.**

### **RETURN OF FACILITY**

The facility must be left in the condition it was rented and any unusual cleanup or repairs required as a result of the event will be billed to the renter. Specifically, to be considered left in the condition it was rented, the rented area must meet the following:

- All personal property belonging to the renter and his/her guests are removed and there is no evidence of damage to the facility.
- The Parishioner renting the Hall will be deemed the responsible party for the event in case there is a situation that needs to be addressed.
- If unusual cleanup or repair is needed, a cost will be assessed within a day, unless damage is excessive and external help is required to correct the damage. The Renter will be notified as soon as a quote is received. The \$300 possible damage check written at the time the deposit is received will be held until all final inspections/assessments and/or quotes are completed.

### **CONCLUSION**

While this seems to be an exhaustive list of rules for the use of our facility, it is meant to protect this fantastic asset. Overall, common sense should guide your use of the facility.

# St. Joseph the Worker Catholic Church

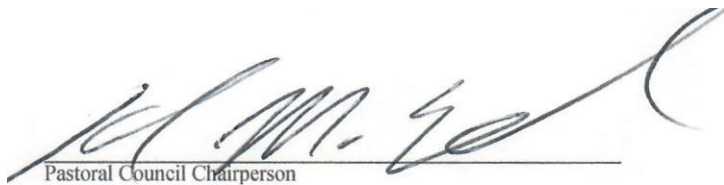
## Parish Policy for SJW Hall Rental

**Effective Date: January 1<sup>st</sup>, 2018**

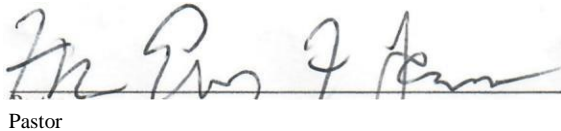
St. Joseph the Worker offers its facility for use by responsible individuals and groups who are active members of the Parish.

The attached Policy was developed by the St. Joseph the Worker Pastoral Council and replaces any previous Policies on the rental and use of the St. Joseph the Worker Hall.

Consult the detailed 4 page document for the guideline and regulations for the rental of the St. Joseph the Worker Hall.



Pastoral Council Chairperson



Pastor

January 1, 2018  
Effective Date

**St. Joseph the Worker Catholic Church**

**RULES AND REGULATIONS FOR SJW HALL RENTAL**

**St. Joseph the Worker offers its facility for use by responsible individuals and groups who are active members of the Parish. In order for the Parish Hall at St. Joseph Church to fulfill its objective as a community gathering place for the parish and parishioners' private use, rules are required to assure prudent management of this facility.**

**THE ST. JOSEPH THE WORKER HALL CAN NOT BE RENTED TO CONDUCT ANY TYPE OF FUND RAISING EVENT. NOTHING, INCLUDING, BUT NOT LIMITED TO, ALCOHOL, CAN BE SOLD AT ANY RENTAL EVENT.**

The items listed below are not necessarily an all-inclusive list of rules governing operation of the Hall, but represents significant rules for scheduling and usage.

- **Appropriate Functions only** -- All prospective Renters should be aware that the Hall is to be used only for events that are consistent with the moral standards and teaching of the Catholic Church.
- **Reservations** - All Saint Joseph Church hall reservations must be made through the Parish Office Secretary by calling 504-347-8438. When a request is made for a particular date, space will be reserved on the Hall calendar only once the nonrefundable deposit is made and the paperwork is signed by the renter and the secretary. The Archdiocesan application for special event insurance coverage must be completed when the date is booked. **Certain dates and holidays are blocked out for use due to annual church events and services.**
- **Time** -- All events are rented for a 3 hour time period allowing additional time for set up and clean up. Extending an event will result in an additional fee. Fees vary depending on the time of the event. All Events must end by 11 PM
- **Deposit** - An initial nonrefundable payment of \$100 is required. The remainder of the rental fee is due no later than 30 days preceding the scheduled event or ASAP. A check in the amount of \$300 toward possible damages to the hall is to be written at the time the initial deposit is received. This check will be held until after the event. If no damages are assessed after the hall is inspected, the check will be returned to the renter.
- **Charges for Use** -Rates apply to parishioners hosting an event (repasts, showers, rehearsals, receptions, meetings, dinners, parties, etc.). There is no charge for parish ministries and organizations; however, use of the Hall must be arranged ahead of time with the Parish Office.
- **No Smoking or Pets** - Smoking is not allowed on SJW property or in any of the Buildings on the property. Pets are not allowed (Except Guide Dogs).

- **Event Preparation and Cleaning** - Kitchen equipment, tables, and chairs are provided as detailed under General Rules covering rentals and the section on equipment. Set up and decorating is detailed under Decorating and Special Effects. At the conclusion of the event, all items brought into the Hall by the Renter must be removed.
- **Decorations** - Only freestanding decorations will be allowed in the Parish Hall. Arrangements for time to decorate the Hall are made through the Parish Office.
- **Kitchen** - The kitchen is available for use by the Renter with the following provisions: all food must be catered in. Oven, stove and/or warmer may be used to keep food warm before serving. Refrigerators can be used to keep food or drinks cold. Caterers must provide their own equipment.
- **Fire Alarm** - Artificial smoke and dry ice are not allowed in the hall as they may activate the fire alarm. If the fire alarm sounds everyone must vacate the building immediately. No one may reenter the building until the building has been inspected and deemed safe by fire department personnel.
- **Doors** - All entrance doors to the hall must be kept closed. Doors are not to be propped open or exits blocked in anyway.
- **Security** - An off-duty police officer or trained security guard must be secured for all events where alcohol will be served or sold. (Sale of Alcohol is not permitted at any rental event.) For your safety and the safety of your guests, it is recommended that an off-duty police officer or trained security guard is hired for ALL evening events. Evidence of the arrangements must be received at the time of your final payment.

**Saint Joseph Parish Hall Rental Agreement**  
**455 Ames Blvd.**  
**Marrero, LA 70072**  
**(504) 347-8438**

Please sign and date below indicating that you read the Rules and Regulations for using St. Joseph Parish Hall and that you were given a more detailed list of rules governing the rental of the Hall.

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Pastor:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Saint Joseph Parish Hall Rental Agreement**  
**455 Ames Blvd.**  
**Marrero, LA 70072**  
**(504) 347-8438**

Please sign and date below indicating that you read the Rules and Regulations for using St. Joseph Parish Hall and that you were given a more detailed list of rules governing the rental of the Hall.

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Pastor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Saint Joseph Parish Hall Rental Agreement**  
**455 Ames Blvd.**  
**Marrero, LA 70072**  
**(504) 347-8438**

(Form completed by SJW representative when nonrefundable deposit is received and rental agreement forms signed.)

Name (Renter) \_\_\_\_\_ Today's Date/Time \_\_\_\_\_

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

Phone #'s: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_ Seating Capacity is 300.

Deposit: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Total Due: \$ \_\_\_\_\_

In order to guarantee the above date, this agreement must be signed and the \$100 nonrefundable deposit must be paid to the parish secretary. You will receive a copy of this agreement once payment is made and forms are completed. The balance of the rental fee is due no later than 30 days before the event.

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Pastor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office keeps original, copy provided to the renter.