

RENTAL DOCUMENTS

The following items must be received in the parish office at least **seven** (7) days prior to the event:

A. Completed Contract

**B. Rental Charge and
Maintenance Fee Checks**

C. Certificate of Insurance:

Document provided by the renter's insurance listing St. Raymond's Parish, the Diocese of La Crosse, and Bishop William Callahan, and as additional insured (or, alternatively, an insurance approval document from the Diocese of La Crosse).



ST. RAYMOND OF PEÑAFORT PARISH

RENTAL POLICIES

(Last updated January 2018)



ST. RAYMOND OF PEÑAFORT PARISH

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ST. RAYMOND OF PEÑAFORT PARISH USAGE POLICY

St. Raymond of Peñafort Parish exists primarily to serve the needs of the parish. However, pending the availability of staff, the Parish Hall and Kitchen may be rented for special occasions, which must meet the following criteria:

1. The renter must be an actively participating member of St. Raymond's parish or another Catholic parish in the deanery.
2. The event must somehow enrich the overall mission of the Catholic Church (examples: sacramental celebrations, anniversaries, retirements, etc.).
3. The event must not interfere with parish use of the space.
4. The Church is off-limits.
5. The kitchen may be rented at an additional hourly rate. An employee must be (available, willing, and) present during the event and for any needed setup and cleanup.
6. The event time may be restricted by staff availability and the pastor's discretion.
7. The event cannot be scheduled until all necessary documents are completed and returned to the parish office.
8. The renter must provide a certificate of insurance for a minimum of \$1,000,000. The certificate must list St. Raymond's Church, the Diocese of La Crosse, and Bishop William Patrick Callahan as additional insured. Otherwise, one can apply for this insurance at a cost of \$125.
9. The renter must sign the hold harmless form provided by the parish, and abide by its wording.
10. The renter is responsible for any damages that occur.
11. Decorations (if desired) must be provided by the renter, and must be removed at the end of the event (no later than 11 p.m.).
12. The renter is responsible for the safety and supervision of all participants in the event. St. Raymond's assumes no responsibility.
13. If alcohol use is part of the event, the renter is responsible for ensuring the safe, legal, and moderate consumption of it. Alcohol may not be sold. St. Raymond's assumes no responsibility for the use of alcohol at an event, but reserves the right to terminate an event immediately if the participants are behaving irresponsibly or inappropriately.

It is ultimately the discretion of the pastor that determines which events meet all of these criteria. His decisions are final.

RENTAL FEES

Parish Hall Rental Fee	\$50.00
Kitchen Rental Fee	\$50.00
Kitchen Maintenance Fee An employee must be (available, willing, and) present during the event.	\$25.00/ hr.
Deposit—Parish Hall/Kitchen Deposit will be returned upon inspection and cleanliness of facility to satisfaction of Maintenance Member.	\$200.00 Deposit
Insurance Waived if certificate of insurance is provided by renter listing the Diocese of La Crosse, St. Raymond's Church, and Bishop William Patrick Callahan as additional insured for \$1,000,000.	\$125.00

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