

Building and Grounds

Person arranging for use of any building must contact the Parish Office for availability and cost.

Other agreements or any changes are subject to pastor's approval.

1. Rental of Building and Grounds

- All Buildings and Grounds are subject to rental fee, insurance and deposits to use for all personal events unrelated to a parish-sponsored event.
- Rentals are not complete until deposit, rental fee and insurance are paid, rental forms are signed and returned to the Parish Office and the date is reserved. Rentals are on a first-come, first-serve basis.
- Special Events Insurance coverage provides \$1,000,000 Combined Single Limit Bodily Injury and Property Damage coverage per event. This insurance is \$95 per event through Catholic Mutual Group via St. John the Apostle and is required by the Archdiocese of Louisville. If these prerequisites are not met within the specified timeline (30 days), St. John has the right to cancel the event.
- A signed Waiver of Liability that releases St. John the Apostle Church, its employees and volunteers from any and all liability for any injury that may occur during the time of the rental agreement. This waiver is to be signed the day the event is booked.
- Rental property will be inspected by renter and parish personnel prior to the event.
- All fees must be paid 45 days prior to the use of the facility.
- Renter must be present at the event for the duration of the event.
- Renter must be 23 years of age or older.
- No B.Y.O.B. Alcohol on premise; No Smoking on premise; No Guns on premise. Fireworks (pyrotechnics) are prohibited.
- No tape, nails or tacks used to hang decorations on walls or ceilings.
- Inflatables are prohibited

2. Rentals, Fees, Procedures

- Cafeteria Rental
 - **Must be an active parishioner** -23 years or older to be responsible for the rental of the facility. Renter must be present for entire event.
 - Rental fee is \$106 per day (no alcohol ...must provide \$500,000 liability coverage or purchase \$95 Special Events coverage); (alcohol...**must** purchase \$95 Special Events Coverage); \$100 refundable deposit provided no damage found
 - Rental includes use of the kitchen area, refrigerator, electric stove and warmers. Does not include the pantry areas.
 - Rental includes use of the tables and chairs.
 - Cleanup must be completed the day of the event.
 - Rental does not include use of the gymnasium or use of classrooms.
- Gym Rental
 - **Must be an active parishioner**-must be 23 years or older to be responsible for the rental of the facility. Renter must be present for entire event.
 - Rental fee is \$31.80 per hour; or \$265 per day. \$100 refundable damage deposit provided no damage found. **Rental does not include Cafeteria, tables, chairs.**
 - Renter must provide \$500,000 liability coverage or purchase \$95 Special Events Liability coverage for non-alcohol events; Renter must purchase \$95 Special Event Liability coverage if alcoholic beverages will be served.
 - Non Profit events-Parishioners can rent for non-profit event at 50% less than the current fee plus liability insurance.
 - If you bring in a vendor, they must provide St. John the Apostle a copy of their Certificate of Liability insurance
 - Renter may provide & serve alcoholic beverages in accordance with local laws, but the sale of alcohol is prohibited. Bring Your Own Bottle events are excluded from this coverage and is prohibited. **Liquor must be dispensed by a licensed bartender or an individual who has sufficient training in serving beverages (an individual who is proficient in the performance & accomplishment of the particular profession.)** Food must be provided throughout any function where alcohol is on the premises. This application must be made 90 days in advance of the event.
 - Clean up must be completed the day of your event.
 - Renter must sign a waiver of liability the releases & saves harmless St. John the Apostle Church, its employees & volunteers from any and all liability for any and all injury that may occur to any guest during the time of rental agreement. This will be signed the day you book your event and is kept on file in the Parish Office.
 - Availability of space (weekdays after 4:30 p.m., Saturdays before 3:30 p.m. and after 5:30 p.m. and Sundays after 12:15 p.m.) in parish facilities is dictated by the parish schedule including the religious education program, parish youth ministry as well as Holy Week or the weeks of scheduled yearly maintenance. The Food Bank will be operational from 9:30 -11:30 am and 4:30 – 5:30 pm on Thursdays.
 - I understand that access to the facility is restricted to the assigned space only. Use of classrooms is prohibited. The use of the Cafeteria is prohibited, unless otherwise stated.
 - Per Meade County Fire Protection District-"The Gym shall have and occupancy load of no more than four hundred (400) persons when the setting is with tables and chairs."
- Setup/Decorate
 - The gym/cafeteria will be clean and ready for your event when you receive the key to the building. It will not be cleaned again by our custodian. Please keep in mind it is your responsibility to have the gym/cafeteria and restrooms presentable for your event.
 - Doors to the building are **NOT** to be propped open at **ANY TIME** during the event.
 - Please do not drag, push, pull or scoot anything across the floors.
 - You may use painters tape, gym floor tape or other clean release tape. The use of nails, staples, etc. to secure decorations to walls is prohibited.
 - If applicable: There are 8 ft. tables & chairs in the cafeteria. You are responsible for taking them to the gym and putting them back in the as the posted diagram shows. Tables and chairs cannot leave the building at any time. Extra trash cans in the cafeteria may be used in the gym, but must be returned to the cafeteria.
 - If applicable, you may have access to the refrigerator, warmer, electric stove & deep freeze only in the kitchen at no charge.
 - Use of the classrooms is prohibited.
- Clean Up
 - Gym-sweep and mop any spills from the floor, empty trash cans and replace with clean liners, put trash in the dumpster, lock all doors and turn off all lights.
 - Cafeteria-Return tables/chairs as when you arrived, sweep & mop floor, sweep rugs, empty trash can & replace with clean liners, put trash in dumpster, lock doors, turn off lights.
 - Kitchen-turn off warmer and clean trays, make sure sink is clean (there is not a disposal). Make sure the stove is turned off and clean.
 - Restroom-flush commodes, pick up any paper on the floor, empty trash cans and replace with clean liners, sweep and mop up any spills, wipe out sinks, make sure water is off, turn off lights.
 - Return all cleaning supplies to appropriate area.
 - Thermostat should be re-set to 78 for air and 65 for heat
 - Return the key as instructed by office personnel.

*Pavilion

- Parishioner Only...No Fee...23 yrs or older
- Must have Certificate of Liability no less than \$500,000
- No Alcohol allowed on-site

- *Renter cleans up: Wipe tables, sweep floor, empty trash in dumpster
- *Report any damage to Parish Office upon arrival
- *Renter responsible for Port a Pot...no restrooms available