

**St. Andrew the Apostle Catholic Church**  
**4052 E. 38<sup>th</sup> St.**  
**Indianapolis, IN 46218**  
**Phone: 317-546-1571**  
**Fax: 317-549-6311**  
**Email: [wnowicki@standrewstrita.org](mailto:wnowicki@standrewstrita.org)**

November 1, 2007

Dear Prospective User/Renter:

The St. Andrew the Apostle facilities may be used for religious, educational, civic, recreational, and/or entertainment purposes when sponsored by a responsible adult. We accept applications for rental and invite you to consider the use of our facilities to accommodate your event needs.

If you are interested in the rental of our facilities, please read the following information prior to the submitting of your application.

- Rental dates will be confirmed when the damage deposit and one half of the rental fee are paid.
- Professional Security is required at all nonparish sponsored events. The Security service will be coordinated by the parish office staff. In addition, the responsible party of all nonparish sponsored activities must provide proof of General Liability Insurance in the amount of \$1,000,000 (special events policy or certificate of insurance). St. Andrew the Apostle Catholic Church should be named as the certificate holder.
- Events which include serving foods provided by an outside caterer must provide proof of General Liability Insurance in the amount of \$1,000,000. St. Andrew the Apostle Catholic Church should be named as the certificate holder.
- A bartender's license is required and must be presented for events where alcoholic beverages are served plus proof of \$1,000,000 Certificate of Liquor Liability Insurance must be presented. St. Andrew the Apostle Catholic Church should be named as the certificate holder.
- Complete payment, proof of insurance, and any necessary licenses must be presented at the parish office three weeks prior to the date of the event.
- Any breach of contract will result in forfeiture of all monies.

If you have any questions, please call the parish office at the above number.

Effective November 1, 2007

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**Activity Hall Rental Contract for Private Functions**

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

Primary Contact Person: \_\_\_\_\_

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

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

Contact Person Attending Event \_\_\_\_\_ Phone \_\_\_\_\_

Date of Rental: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Function: \_\_\_\_\_ # of Guests \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Outside Catering Used: No: \_\_\_\_\_ Yes: \_\_\_\_\_

Alcoholic Beverages Served: No: \_\_\_\_\_ Yes: \_\_\_\_\_ Bartender's Name: \_\_\_\_\_

The above Organization/Person will have the use of the St. Andrew Activity Hall on the above date at the cost of \$875.00. A damage deposit of \$200.00 and one half the rental fee, \$437.50, are to be paid at the signing of the contract to guarantee the above date.

**Your function must end by 11:00 p.m. with clean up completed by Midnight.** After the event concludes, please clean up the Social Hall. 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 suitably cleaned up, your damage deposit will be refunded.

Full payment, \$875.00 plus the \$200.00 damage deposit, and related documents must be received three weeks before the rental date. A check may be used at that time.

If the hall is rented three weeks or less before the event, then a cash payment, \$875.00 plus the \$200.00 damage deposit, and related documents are required at the signing of the contract.

All monies paid will be refunded, except \$200.00, if the contract is canceled four or more weeks prior to the rental date. After that time, no monies will be refunded.

I have read, accept and agree to abide by the "St. Andrew Catholic Church Policy for use of the Activity Hall," 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. Andrew the Apostle 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*

| <i>Payments Made:</i>             | <i>Date</i> | <i>Tender</i>     | <i>Amount</i>   | <i>Initials</i> |
|-----------------------------------|-------------|-------------------|-----------------|-----------------|
| <i>Due at Signing of Contract</i> | _____       | <i>Cash/Check</i> | <u>\$437.50</u> | ____/____       |
| <i>Refundable Damage Deposit</i>  | _____       | <i>Cash/Check</i> | <u>\$200.00</u> | ____/____       |
|                                   | _____       | <i>Cash/Check</i> | _____           | ____/____       |
|                                   | _____       | <i>Cash/Check</i> | _____           | ____/____       |
|                                   | _____       | <i>Check/Cash</i> | _____           | ____/____       |
|                                   | _____       | <i>Check/Cash</i> | _____           | ____/____       |

| <i>Balance Due After Payments</i> | <i>Date</i> | <i>Balance Due</i> |
|-----------------------------------|-------------|--------------------|
|                                   | _____       | \$ _____           |
|                                   | _____       | \$ _____           |
|                                   | _____       | \$ _____           |
|                                   | _____       | \$ _____           |
|                                   | _____       | \$ _____           |

| <i>Proof of Insurance</i>             | <i>Applies/Does Not Apply</i>  | <i>Date Submitted</i> |
|---------------------------------------|--------------------------------|-----------------------|
| <i>General Liability</i>              | <i>Applies</i>                 | _____                 |
| <i>Outside Caterer Used/Insurance</i> | <i>No</i> ____ <i>Yes</i> ____ | _____                 |
| <i>Bartender's License</i>            | <i>No</i> ____ <i>Yes</i> ____ | _____                 |
| <i>Liquor Liability Insurance</i>     | <i>No</i> ____ <i>Yes</i> ____ | _____                 |

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Indianapolis, IN 46218  
Phone 317-546-1571  
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### Activity Hall Rental Contract for Private Functions - Parishioners

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

Primary Contact Person: \_\_\_\_\_

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

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

Contact Person Attending Event \_\_\_\_\_ Phone \_\_\_\_\_

Date of Rental: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Function: \_\_\_\_\_ # of Guests \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Outside Catering Used: No: \_\_\_\_\_ Yes: \_\_\_\_\_

Alcoholic Beverages Served: No: \_\_\_\_\_ Yes: \_\_\_\_\_ Bartender's Name: \_\_\_\_\_

The above Organization/Person will have the use of the St. Andrew Activity Hall on the above date at the cost of \$500.00. A damage deposit of \$200.00 and one half the rental fee, \$250.00, are to be paid at the signing of the contract to guarantee the above date.

**Your function must end by 11:00 p.m. with clean up completed by Midnight.** After the event concludes, please clean up the Social Hall. 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 suitably cleaned up, your damage deposit will be refunded.

Full payment, \$500.00 plus the \$200.00 damage deposit, and related documents must be received three weeks before the rental date. A check may be used at that time.

If the hall is rented three weeks or less before the event, then a cash payment, \$500.00 plus the \$200.00 damage deposit, and related documents are required at the signing of the contract.

All monies paid will be refunded, except \$200.00, if the contract is canceled four or more weeks prior to the rental date. After that time, no monies will be refunded.

I have read, accept and agree to abide by the "St. Andrew Catholic Church Policy for use of the Activity Hall," 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. Andrew the Apostle 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*

| <i>Payments Made:</i>             | <i>Date</i> | <i>Tender</i>     | <i>Amount</i>           | <i>Initials</i> |
|-----------------------------------|-------------|-------------------|-------------------------|-----------------|
| <i>Due at Signing of Contract</i> | _____       | <i>Cash/Check</i> | <u><i>\$250.00</i></u>  | ____/____       |
| <i>Refundable Damage Deposit</i>  | _____       | <i>Cash/Check</i> | <u><i>\$ 200.00</i></u> | ____/____       |
|                                   | _____       | <i>Cash/Check</i> | _____                   | ____/____       |
|                                   | _____       | <i>Cash/Check</i> | _____                   | ____/____       |
|                                   | _____       | <i>Check/Cash</i> | _____                   | ____/____       |
|                                   | _____       | <i>Check/Cash</i> | _____                   | ____/____       |

| <i>Balance Due After Payments</i> | <i>Date</i> | <i>Balance Due</i> |
|-----------------------------------|-------------|--------------------|
|                                   | _____       | \$ _____           |
|                                   | _____       | \$ _____           |
|                                   | _____       | \$ _____           |
|                                   | _____       | \$ _____           |
|                                   | _____       | \$ _____           |

| <i>Proof of Insurance</i>             | <i>Applies/Does Not Apply</i>  | <i>Date Submitted</i> |
|---------------------------------------|--------------------------------|-----------------------|
| <i>General Liability</i>              | <i>Applies</i>                 | _____                 |
| <i>Outside Caterer Used/Insurance</i> | <i>No</i> ____ <i>Yes</i> ____ | _____                 |
| <i>Bartender's License</i>            | <i>No</i> ____ <i>Yes</i> ____ | _____                 |
| <i>Liquor Liability Insurance</i>     | <i>No</i> ____ <i>Yes</i> ____ | _____                 |

## **St. Andrew the Apostle Catholic Church - Policy for Use of the Activity Hall**

### **I. General Policy**

- A. Conduct: All persons using St. Andrew the Apostle facilities are expected to and shall conduct themselves in a Christian manner.
- B. Approved Uses: St. Andrew the Apostle facilities may be used for religious, educational, civic, recreational, and/or entertainment purposes when sponsored by a responsible adult.
- C. Scheduling: Anyone scheduling events in the activity hall of St. Andrew the Apostle should be aware that no guideline can satisfy every possible situation. Therefore, the Parish Life Coordinator and/or the Parish Administrative Assistant have/has the discretion to change or rearrange the schedule of events, as circumstances dictate. All approved applications for use of the hall are subject to cancellation with or without due notice. In the event changes or rearrangements should occur, every effort will be made to inform all affected persons or organizations in a timely fashion. All amounts paid will be refunded.
- D. Access: The Parish Life Coordinator and Parish Administrative Assistant and other individuals designated by the Parish Life Coordinator, shall have free access to all St. Andrew the Apostle facilities at all times.
- E. Available Facilities: Rental of St. Andrew the Apostle activity hall is limited to the main hall, kitchen, and basement restrooms.
- F. Proof of Insurance: The responsible party of nonparish sponsored activities must provide proof of General Liability Insurance in the amount of \$1,000,000 (special events policy or certificate of insurance). St. Andrew the Apostle Catholic Church should be named as the certificate holder.
- G. Beverages/Alcohol: Renters serving alcoholic beverages must do so in compliance with all state and local laws including but not limited to those regarding permits and licenses. Moreover, the consequences of serving alcoholic beverages are the responsibility of the Renter who agrees to indemnify and hold harmless St. Andrew the Apostle Catholic Church, Indianapolis, IN, and the Archdiocese of Indianapolis for any damage sustained to the church premises as the result of any action by participants, guests and/or spectators at the scheduled event. All beverages must be served in non-breakable containers provided by the Renter.  
  
A bartender's license is required and must be presented for events where alcoholic beverages are served plus proof of \$1,000,000 Certificate of Liquor Liability Insurance must be presented. St. Andrew the Apostle Catholic Church should be named as the certificate holder.
- H. Events which include serving foods provided by an outside caterer must provide proof of General Liability Insurance in the amount of \$1,000,000. St. Andrew the Apostle Catholic Church should be named as the certificate holder.
- I. Smoking Prohibited: Smoking is prohibited inside any St. Andrew the Apostle facility. Do not throw any butts on the grounds.

### **II. Rental Time**

- A. Your event must end by 11:00 p.m.
- B. The activity hall must be vacant by Midnight.
- C. Where there are events scheduled on Saturdays, music levels must be kept at a minimum between 4:30 p.m. and 5:30 p.m. due to the Church service.

### **III. Hall**

- A. Do not hang anything on the walls.
- B. Do not use tape on the walls or pillars.
- C. Decorations, when used, must be on the tables.
- D. All furniture that is moved must be returned to its original position.

### **IV. Kitchen**

- A. Turn off the stove; clean it thoroughly. Do not blow out the pilot flames.
- B. Turn off all lights and fans.

- C. Wipe up all spills on the floor.
- D. Wipe off all counter tops.
- E. Empty sink and ensure the drain is clean.
- F. Empty all food/beverages from the refrigerator.

**V. Washrooms**

- A. Check washrooms before leaving and sweep floors if necessary.
- B. Check that no water is running and that the lights are turned off.

**VI. Trash**

- A. Leave trash in trash bags that are tied up.
- B. Place the trash bags in the trash cans. Do not remove the trash; the parish representative will take care of it.

**VII. Liability**

- A. Church Not Responsible for Damage or Loss: St. Andrew the Apostle Church, the Archdiocese of Indianapolis and any or their employees, shall not be responsible for damage or loss of any private property upon the parish premises sustained by the renter, any participant, or spectator at the event, or any other person at the event.
- B. Damage Is the Responsibility of the User: The facilities and equipment (including but not limited to tables, chairs and equipment) will be examined after each use and the renter agrees to pay for any damage, unrelated to normal wear of equipment, or loss occurring during the renter's use of the property.
- C. Compliance with Terms of Policy: The Renter shall be and agrees to be responsible for compliance on the part of all persons participating in or pertaining to the scheduled activity, with all terms and conditions of this Policy for use of St. Andrew the Apostle Activity Hall.
- D. Indemnification: The Renter shall and hereby agrees to indemnify, defend and hold harmless St. Andrew the Apostle Catholic Church and the Archdiocese of Indianapolis from any and all claims, actions, demands, costs and fees of whatever nature for injuries to persons or damage to property resulting from the rental of St. Andrew the Apostle facilities.
- E. Liability Insurance: The Renter agrees to show evidence of liability insurance three weeks prior to the date of the event.
- F. Arbitration: In the event of a dispute arising between the Renter and/or Organization and St. Andrew the Apostle Catholic Church and/or the Archdiocese of Indianapolis, with respect to this Policy and Agreement (including but not limited to damage deposit issues), the same shall be referred to arbitration. The parties to this agreement hereby expressly waive any right to jury trial of any dispute arising out of this Policy and Agreement.

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**Activity Hall Inspection and Release Form**

This form will be used by the Renter and the St. Andrew the Apostle Rental Representative to document the condition of the Activity Hall after all clean-up is completed following an event.

- Note: 1. The Activity Hall must be vacated by Midnight.  
2. Smoking is prohibited inside the Activity Hall.

**I. Hall**

- A. Do not hang anything on the walls.
- B. Do not use tape on the walls or pillars.
- C. Decorations, when used, must be on the tables.
- D. All furniture that is moved must be returned to its original position.

**II. Kitchen**

- A. Turn off the stove; clean it thoroughly. Do not blow out the pilot flames.
- B. Turn off all lights and fans.
- C. Wipe up all spills on the floor.
- D. Wipe off all counter tops.
- E. Empty the sink and ensure the drain is clean.
- F. Empty all food/beverages from the refrigerator.

**III. Washrooms**

- A. Check washrooms before leaving and sweep floors if necessary.
- B. Check that no water is running and that the lights are turned off.

**IV. Trash**

- A. Leave trash in trash bags that are tied up.
- B. Place the trash bags in the trash cans. Do not remove the trash; the parish representative will take care of it

**V. Inspection**

- A. The Parish Rental Representative will inspect the Activity Hall with you after the clean-up is finished.
- B. The Parish Rental Representative will lock the Activity Hall at the end of your event.

Activity Hall Found Suitably Clean:                      Yes: \_\_\_\_\_ No: \_\_\_\_\_

Reason(s) for Unacceptable Condition of Activity Hall: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Signature of Parish Rep.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

