



Sacred Heart Catholic Church

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All prospective Lessees 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. Please contact the parish office for any clarification of this policy.

Sponsored Events where Special Events Insurance is not required:

- Parish Meetings/Events
- Parish Festivals, Bazaars, Dinners
- Parish Plays, Open House, etc.
- Parish Affiliated Group (Ushers Club, etc.) activities
- Parish Functions – Bible Study

Endorsed but NOT sponsored by a parish or institution, may or may not require insurance, **discretion** should be used:

- Alcoholic Anonymous, Al-Anon, etc.
- Girl /Boy Scouts
- Any Non- Parish Affiliated Groups

Written guidelines should be in place for making the determination for endorsement by the parish. That way the parish is consistent in their decision making process. Decisions should also be based on the amount of risk to determine if Special Event insurance should be purchased. Approved activities should also be consistent with the mission and values of the Catholic Church. A person in charge or person on call must be named for parish sponsored events, this could be an employee, a council/committee chair or responsible person over the age of 21. Please note that all Standards of Ministerial Behavior as mandated by the Diocese of Saginaw must be followed when minors are involved in parish sponsored events. <https://saginaw.org/standards-of-ministerial-behavior>

Non-Sponsored Events, which require Special Events Insurance:

- Weddings/Bridal Showers
- Retirement, Birthday, Anniversary Parties
- Banquets
- Dances, Miscellaneous Parties
- Sports Practices/Games-non parish teams

It is the policy of the Dioceses of the Province of Detroit (Michigan) that parishes, schools and institutions that allow outside organizations or individuals to rent or use its facilities for various one time “Special Events” require those organizations or individuals to purchase the “Special Events Insurance”

protection offered through the MCC. Special Events Insurance provides protection for both the user of the facility as well as the parish or institution. It is intended to provide primary insurance protection thereby limiting the financial exposure to the Protected Loss Fund Program and the user of your facility. Special Events Insurance is administered through the MCC. The following terms and conditions apply subject to the master policy wording:

Comprehensive General Liability: \$500,000 Combined Single Limit

Fire Legal Liability: \$ 50,000 each occurrence

Host Liquor Liability: Included

Additional Insureds: Included

Medical Payments: \$ 10,000

Property Damage: Included (\$250 Deductible)

Premium: \$100.00 per event

Policy Period: 24 Hours (1 Calendar Day)

Policy Application forms are available from MCC.

Non Sponsored Recurring Facility Usage:

For non-sponsored individual/group recurring facility usage where it would not be practical to pay a MCC – Special Events insurance for each day/week, the Diocese of Saginaw does offer an alternative. Examples of this event insurance would be for a basketball team, pickle ball or yoga group. Any non-parish sponsored group who would play often during a season would be candidates for this monthly/annual insurance policy at the groups own expense.

All users of Catholic Diocese property, including Schools, Gyms, Athletic Complex's Parish Halls, Chapels, etc. must provide a Certificate of Insurance before the event is held. This Certificate must include the following:

- \$500,000 per person for general liability
- \$1,000,000 per occurrence for general liability
- \$500,000 per occurrence for property damage
- Statutory for workers' compensation

The Certificate of Insurance must include naming the Sacred Heart Parish, Diocese of Saginaw, and Apostolic Administrator Bishop Walter Hurley as "additional insured".

Knights of Columbus Use of Parish Facilities:

It is realized that some Knights of Columbus Councils are small, and serve to benefit their specific parish. For those Knights of Columbus Councils that are endorsed by a parish, it is not necessary to purchase the Special Events coverage to cover the councils' meetings.

However, if the Knights of Columbus Council is sponsoring a function or a fundraiser where proceeds from the event benefit the Council and the public is invited (i.e., New Year’s Eve Dance), they should have either their own liability insurance or the Council must obtain Special Events Insurance available through the parish and Michigan Catholic Conference.

The parish is protected for claims of negligence through the liability coverage of the Protected Loss Fund Program. The Protected Loss Fund Program does NOT provide coverage for the Knights of Columbus Council, Council members or their activities.

Fee Schedule: Per Day

	Parishioner *	Parish Sponsored	Non Parish Sponsored *
Meeting Room	\$50.00	\$0.00	\$75.00
AC Kitchen	\$75.00	\$0.00	\$125.00
AC Dining Room	\$75.00	\$0.00	\$125.00
AC Gym	\$75.00	\$0.00	\$125.00
AC North Side Room	\$75.00	\$0.00	\$125.00
*Insurance Required MCC (24hr insurance)	\$100.00 plus fee	N/A	\$100.00 plus fee

Building Access:

Signed out keys will be returned to the Parish Office immediately after the conclusion of the scheduled meeting or event. If the return of keys is scheduled to occur after regular business hours, the key(s) shall be dropped off into the parish center mail box. Users must notify the parish office of lost keys immediately.

Rules and Regulations for the use of Parish Facilities:

Sacred Heart Parish has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event. Please adhere to the following guidelines:

- The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect our neighbors, as well as others in adjoining spaces.
- Activities and programs are limited to the space that is assigned.
- Smoking is not permitted within the parish facilities.
- Dining or the serving of food is limited to pre-approved designated areas.

- Serving alcoholic beverages is limited to pre-approved events and designated areas.
- The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event. All items associated with the program must be removed immediately following the event.
- Tables, chairs and any equipment used must be returned to their original position/location after use.
- Furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the parish will be used exclusively for ministry functions of Sacred Heart Parish, and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
- Use of decorations in the facility and on the grounds of Sacred Heart Parish must be approved by the parish office. Decorations may not be affixed to painted walls at any time. No items may be affixed to any surfaces without prior consent. This includes affixing items with tape, glue or pins. Staples and nails may not be used at any time. The use of helium filled balloons may be permitted with prior consent. The use of rice, glitter, confetti, candles, and similar materials are not permitted.
- The requesting individual/group will be held responsible for any damage that occurs to the facility during their scheduled event.
- The requesting individual/group assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- The requesting individual/group assumes responsibility for securing the parish facilities during and after the completion of event or meeting. This includes assuring all doors and windows are locked, all lights are off, and no one is remaining on premise.
- When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on parish property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times. Supervising adults must meet Safe Environment mandates. Keys must be returned to the office.
- The following items are not allowed in or on church property:
 - Weapons
 - Controlled substances/drugs
 - Anything that would distract from a Christian atmosphere.
- Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

Clean Up Procedures:

Kitchen:

- Wipe down appliances and counter tops.
- Clean all food warmers/trays.
- Clean sink.
- Sweep floors.
- Close plastic trash bags and place in dumpster outside (northwest corner of back parking lot)
- Put new trash bags in trash cans.
- Turn off all appliances and kitchen lights.

Restrooms:

- Make sure restrooms are presentable.
- Check to make sure no water is running.

Dining Hall/Gym

- Sweep floors.
- Wipe down tables.

Meeting Rooms in Parish Center

- Make sure restrooms are presentable.
- Check to make sure no water is running.
- Make sure all doors and windows are locked and no one is remaining in the building.

For any building, report problems to the on-site or on call person. Rental application is available from the Parish Office.

Stewardship of this facility requires we attempt to balance the operating and depreciation costs with revenues from the rental of this facility.

Parishioner and non-parishioner rates have been established. Parishioner rates apply to parishioners hosting a family event (ex. Wedding, graduation, birthday, etc.).

Parishioners are not allowed to make reservations on behalf of a group, organization or business (ex. business meetings, class reunions, etc.). There is no charge for parish groups. However, use of the hall must be arranged ahead of time with the Parish Office.