

Saint John Neumann Catholic Church

9633 E. State Route 37
Sunbury, Ohio 43074



REGULATIONS FOR USE OF THE FAITH AND FAMILY CENTER/PARISH OFFICE

1. In order to reserve the Faith and Family Center, a signed rental contract and deposit are required. Scheduling of the Faith and Family Center shall be approved by the Parish Office.
2. The kitchen is available on a first come first serve basis. All St. John Neumann ministries have precedence over all external vendors i.e., caterers.
3. At this time the Faith and Family Center is available for Parishioner's or a member of the Parishioner's immediate family (parents, children, or siblings) only, for events such as wedding receptions, anniversary parties, graduations, etc. The facility is not to be used for commercial, profit making, or non-profit activities, sports banquets or used by an organization of which the Parishioner is a member.
4. St. John Neumann Parish reserves the right to have a representative present at any meeting, function or event held at St. John Neumann at the parishioner's expense.
5. An event that requires catering must use a caterer from the Approved Catering List by St. John Neumann. The Approved Caterers list is incorporated into this contract. The Applicant will be held responsible for clean-up and return of the building in the condition it was rented.
6. For non-catered events with or without food being served, the renter is responsible for arranging, with the church office, at a mutually convenient time, for the set up time allotted for decorating if needed, post-event clean-up and building lock-up, and for negotiation with St. John Neumann an acceptable fee, for these services. The fee, payable to St. John Neumann Church, may vary depending on the physical arrangement, number of attendees, time of event, etc.
7. Kitchen is used for serving and prepping food only. Please see the attached Kitchen Guidelines.
8. An event may not exceed four hours in length unless additional time is requested and approved by the parish office. (See Fee Schedule on Application for additional time.) Events with music must arrange for music to stop by 11:00 p.m. Each event must terminate by 11:30 p.m. If additional time is needed past 11:30 p.m., there will be a charge of \$50.00 for every 15 minute interval. Facilities must be cleaned immediately following the function, not the next morning.

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9. If there is a Band and/or D.J. performing at the event, all precautions **MUST** be taken to avoid possible damage to our wood floors, walls and doors. (Please refer to item 18 in these regulations.
10. The St. John Neumann Facilities Monitor and Renter are responsible for room arrangement and returning the room to its original setting.
11. Absolutely no decorations or signs are to be attached or affixed **in any way** to any floors, walls, windows, doors, ceilings or chandeliers. Tacks, nails, tape or other hanging devices are **prohibited**. No equipment, tables or chairs are to be leaned against walls or doors. There is to be no table glitter, foil, or confetti used on the tables. **Absolutely no open flames can be used (candles)**. All plaques, pictures, icons, etc. affixed to the walls are permanent parts of the facility and at no time may be removed.
12. Absolutely no throwing of rice, glitter, confetti or bird seed inside or outside church property. Bubbles can be used outside of the building.
13. All flowers, plants or decorations must have protective bases or waterproof liners to prevent damage to carpeting, floor or tables.
14. All decorations, flowers, liquor and food items must be removed from the building at the conclusion of the event, not the next morning. St. John Neumann will not be held responsible for any items remaining on the premises.
15. We ask, due to liability, that the elevator and stair case are not to be used during the event. There is no reason to go downstairs during the event. We ask, too, that children attending the event be supervised by adults at all times during the event.
16. The nursery is not to be used for rented activities and functions. Please keep all children of guest out of the nursery.
17. Under no circumstances may church equipment or property be removed from the building. The propping open of any outside doors is strictly forbidden. This allows the loud music to disturb the neighbors and also makes the cooling and heating system run inefficiently and also for liability purposes.
18. The family or group using The Faith and Family Center recognizes that other events may occur at the same time and shall not disturb or disrupt those activities in any manner whatsoever.
19. No animals of any kind (other than service animals) shall be permitted in The Faith and Family Center.

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20. A parish representative (Facility Monitor) will be available during the event and is fully empowered to enforce any of these regulations at any time during the event hours, and to guide the set-up and clean-up procedures of these regulations..
21. The Faith and Family Center and all adjoining facilities (including restrooms) are non-smoking. Anyone found smoking, having or using illegal substances, or in possession of firearms and/or other weapons, will be escorted out of the building and off the premises. If this occurs, there will be no refund of rental payment, and all other activities of the family or group will be cancelled. Individuals may be subject to criminal prosecution. Smoking is permitted outside on the north side of the hall. All ashes and trash are to be discarded in the available trash/ash cans that are available.
22. ANY ABUSE, DAMAGE TO, OR LOSS OF CHURCH PROPERTY SHALL BE THE RESPONSIBILITY OF THE FAMILY OR GROUP RESERVING AND/OR USING THE FACILITY. ANY INCURRED COSTS SHALL BE PAID FROM THE SECURITY DEPOSIT. IF THE DAMAGE EXCEEDS THE SECURITY DEPOSIT, THE FAMILY OR GROUP RENTING THE HALL SHALL BE HELD RESPONSIBLE FOR SUCH DAMGE. You as the Applicant or Renting Party, along with the Facility Monitor, should perform a walk-through after your event to assess the property, including but not limited to, floors cleaned and vacuumed, trash removed inside and on the grounds, inspection of bathrooms to assure no toilets overflowed or running water, table and chairs returned to their default positions, and cooler has been emptied and cleaned out. This walk through is to assess the condition of the property and any damage. The Church is not responsible for any lost or stolen items
23. The family or group reserving and/or using the facility shall be responsible for all arrangements in connections with the operation of the bar(s) where alcoholic beverages will be dispensed. Bartenders are the sole responsibility of the renter hosting the event. The serving of alcoholic beverages to minors is strictly prohibited. The renter family or group furthermore assumes all responsibility and liability for any claims whatsoever which may arise out of the use and dispensing of alcohol at the facility, and also agrees to hold St. John Neumann Church and the Diocese of Columbus harmless from any liabilities. Alcoholic beverages are to be consumed in the Faith and Family Center only (not at any entrance or in the parking lot).
24. Operation of a cash bar requires a liquor permit. Contact the Ohio Department of Liquor Control at least two (2) months prior to the event and provide the parish office with a copy of the license at least two (2) weeks prior to the event. Please see the Guidelines for Alcohol Use.

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25. The family or group reserving and/or using the facility promises to indemnify and hold St. John Neumann Church and the Diocese of Columbus harmless from any costs, damages or liability which may arise in any way from the use of the Faith and Family Center by the renter family and/or their group. The family and/or group agree that if any portion of the building becomes damaged during such event, such family and/or group will pay St. John Neumann Church upon demand (if it exceeds the security deposit of \$250.00) the amount necessary to completely restore the building to its original condition. The family or group reserving and/or using the facility hereby assumes full responsibility for the character, acts and conduct of all persons at the event.
26. If the St. John Neumann Church maintenance group has to do any cleaning after your event, the cost for cleaning will be deducted from the Security Deposit.

I HAVE READ AND AGREE TO THE ABOVE REGULATIONS

Date: _____ **Applicant:** _____