

## **St. Jude Parish Hall**

### **General Guidelines and Policy for Use and Care**

**History:** St. Jude Thaddeus Catholic Church parishioners envisioned a “Parish Hall” for more than 20 years. During the past few years, the effort gained momentum with fundraisers, grant appeals, and active participation of Pastors, parishioners, the Parish Council, and Building Committee. The Diocese of Jefferson City, with the approval and support of Bishop John R. Gaydos, provided important assistance as property was acquired, an architect hired, the “plan” reviewed, and re-reviewed, bids sought and a contract finally awarded to Jungermann Construction Company of Portland, Missouri, in July 2009. Construction proceeded on schedule and the building was ready for occupancy in January 2010.

**Purpose:** St. Jude Parish Hall is first and foremost a building dedicated to St. Jude parishioners’ use for religious, fellowship, and family activities. All other uses will be secondary to Parish and parishioner use.

Other permitted use includes Christian charitable and community-oriented activities (such as blood and food drives, area disaster relief, local emergencies, national and local elections and other such events).

Lastly, the Parish Hall will be available for renters (non-parishioners) as a location for wedding receptions, anniversary parties, wakes, and similar activities. Rental to a non-parishioner requires written sponsorship by a St. Jude parishioner. The Parish sponsor must be present during use by a non-parishioner. Dining room capacity is strictly limited to a total of 160 guests.

#### **Parish Hall Licensee/Rental Fee Schedule:**

**St. Jude Parishioner\*:** Fees are based on overhead costs of utilities (gas, water, electricity). Suggested donation is \$75.00 for four (4) hours or less and \$125.00 for more than four (4) hours per event. Overall duration of use is not to exceed 12 hours. Clean-up is the responsibility of the parishioner. A Security Deposit of \$100.00 is required, and is fully refundable if building and grounds are returned to pre-rental conditions. Kitchen privileges are included in rental fee.

\* “St. Jude Parishioner” is defined as a member of St. Jude Parish who is registered with the Parish, routinely practices his/her faith by attending St. Jude services, and who is routinely financially supportive of St. Jude Parish and St. Jude Parish Hall.

**All Other Renters:** Must secure the signature of a parishioner to sponsor rental. Rental fees are \$125.00 for four (4) hours or less, plus \$50.00 for kitchen privileges, \$225.00 for four (4) to twelve (12) hours, plus \$100.00 for kitchen privileges. Overall duration of use is not to exceed 12 hours. Clean-up is the responsibility of the renter. A cash Security Deposit (cash or bank cashiers check) of \$350 for damage/clean-up is required, and is fully refundable if building and grounds are returned to pre-rental conditions.

**ST. JUDE THADDEUS CHURCH PARISHIONER  
AND NON-PARISHIONER  
LICENSE AGREEMENT FOR USE OF ST. JUDE THADDEUS PARISH HALL  
Collier Street  
Mokane, Missouri  
January 2010 (Revised January 2012)**

Organization/Licensee/Person: \_\_\_\_\_

Requested Date \_\_\_\_\_ Start Time \_\_\_\_\_ Stop Time \_\_\_\_\_

Purpose \_\_\_\_\_

THIS NONTRANSFERABLE LICENSE TO UTILIZE SPACE AGREEMENT ("License Agreement") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_ ("Licensee") and St. Jude Thaddeus Catholic Church for license to use a portion of the building located at St. Jude Parish Hall, Mokane, Missouri, belonging to the Parish on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ("Event Date").

PARISHIONER? \_\_ (Yes) \_\_ (No). If "No", Sponsoring Parishioner must sign here: \_\_\_\_\_

CATERER? \_\_ (Yes) \_\_ (No). If "Yes", provide name, address and telephone number here: \_\_\_\_\_

- 1) The Parish Council has the sole right to determine who may and may not use this Facility.
- 2) Prior approval for use of Facility must be obtained from the Parish Council by contacting the Parish Hall Rental Coordinator.
- 3) Licensee shall pay \_\_\_\_\_ dollars (\$ \_\_\_\_\_) ("License Fee") to Parish as follows: (a) upon the execution of this License Agreement, Licensee shall pay a non-refundable fee in the amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_); (b) also, upon the execution of this License Agreement, Licensee shall pay a security deposit ("Security Deposit") in the amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_). Checks must be made payable to "St. Jude Thaddeus Parish Hall Fund." The Security Deposit will be returned upon inspection of the Facility showing satisfactory condition following the event. The door code or key for the Facility will be provided upon execution of the License Agreement.
- 4) The Licensee shall notify the Parish at least seventy-two (72) hours in advance of any cancellation of the dates reserved hereunder. Aside from the Security Deposit, no portion of the License Fee is refundable.
- 5) The Licensee assumes full responsibility for the conduct of the person(s) whom it admits and for any infraction of this License Agreement. The Licensee agrees to pay the cost of repairs of any damage which occurs during the period of its use of the Facility which is caused by the Licensee, its agents or invitees.
- 6) The Licensee is responsible for and must provide adequate adult supervision and protection for any and all scheduled activities conducted in the Facility. Noise levels escaping the building are not allowed.
- 7) Regardless of use, the building must be treated as sanctified church property. Unlawful, vulgar, lewd, destructive, or drunken behavior will not be tolerated and will be the direct responsibility of the renter and sponsor. Failure to maintain acceptable decorum will result in immediate temporary (and potentially permanent) loss of rental privileges, closing of the Facility, and the vacating of the premises, with no refund of fees or deposits.
- 8) Smoking is not permitted in the Facility. Ashtray is available outside of the main entrance.
- 9) No one under twenty-one (21) years of age will be allowed in the Facility with alcohol. Licensee personnel will check IDs at the door.
- 10) Anyone under eighteen (18) years of age must be accompanied by an adult.
- 11) The Event must end no later than 12:00 A.M. EVERYONE MUST BE OUT OF THE FACILITY BY 12:30 A.M.

- 12) The Licensee hereby holds harmless and indemnifies the Parish, the Pastor, the Diocese of Jefferson City, the Bishop of the Diocese of Jefferson City and their respective officers, directors, members, employees and agents from any and all liabilities and claims for damages arising from or by reason of injury to any person or persons whatsoever, from any cause whatsoever while in or upon Parish's premises or any part thereof during the term of this contract or occasioned by any occupancy or use of the Facility in connection with any activity of the Licensee, except those resulting from the sole or gross negligence of the Parish, its officers, directors, members, employees or agents.
- 13) LICENSEE MUST BE PRESENT FOR THE WHOLE DURATION OF THE EVENT/ACTIVITY. The Parish's representatives will end the event if the Licensee is not present.
- 14) The Licensee must use an approved caterer to provide any food and/or drink for the contracted event. Costs and arrangements for the caterer's services are outside the scope of this contract. Moreover, use of the Facility's kitchen facilities is strictly prohibited by any other party except the approved caterer.
- 15) The Facility may be opened to guests one (1) hour prior to the event. The Licensee is responsible for the Facility and the contents of the Facility during this time. Licensee is responsible for setting up for the event.
- 16) There will be no decorations of any kind allowed to be attached to any wall, pillar, door, window, woodwork, or any other part of the building. Most table decorations will be permitted with prior approval. Licensee shall be responsible for the cost of repairs to any surface damaged by the attachment or removal of any decoration. Any candles used must be in approved glass or ceramic holders that will contain a fully-melted candle and flame, and must be extinguished before the Facility is vacated.
- 17) After the event, the Licensee must remove all food, drink, decorations and rental items from the Facility. Cleaning of the Facility must be completed by noon of the day following the event. **CLEAN-UP OF KITCHEN, HALL, RESTROOMS, AND OUTSIDE PREMISES:**
  - a) Kitchen: Counters wiped down with disinfectant provided. Pots, pans and dishes washed, dried, and returned to cabinets. Sinks, refrigerator, range (burners and oven) wiped clean. Trash bagged and put in dumpster. Remove all food and beverages. Mop floor. Turn off range and ovens.
  - b) Restrooms: Clean stools, urinal, and sinks. Mop floor. Turn off lights and vent fan. Bag trash and put in dumpster.
  - c) Dining area: Pick up trash and dry mop floor (spills must be cleaned first). Return tables and chairs to proper place. **Do not scoot or roll round tables.** Remove decorations. Bag trash and put in dumpster.
  - d) Clean-up includes picking up trash left on Parish grounds (including cigarette butts) and emptying cigarette butt receptacles.
  - e) Security: Turn off interior lights (except interior security) and fans. Lock all exterior doors.

**SIGNED FOR PARISH COUNCIL:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Telephone:** \_\_\_\_\_

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

**LICENSEE: (must be 21 years old)**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Telephone:** \_\_\_\_\_

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