

ST. ANDREW NUGENT PARISH HALL RENTAL GUIDELINES

SCHEDULING

1. Event scheduling of the Nugent Parish Hall will be handled through the Parish Office (PO). Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Facility Request Forms are available on the parish website and can be emailed to jfrilling@standrewparish.cc. The event is not confirmed until a confirmation email or phone call to the contact person is received from the parish office.
2. When a reservation request is made, a copy of the Rental Agreement will be given or sent by the parish office to the requesting group. The event will be put on the church calendar once the Facility Request Form is completed and approved by the parish office
3. An event may not exceed 5 hours which includes set up and clean up time. Additional time will be charged per the Fee Schedule. Each event must terminate by 1:00 a.m. Events with music must arrange for music to stop by 12:00 a.m.
4. St. Andrew Parish reserves the right to require a monitor to be present at a parish event if it is deemed necessary by the Parish Office.

INTERIOR USE GUIDELINES

1. Groups are restricted to only those areas of the building it has reserved. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for their event. i.e. Going into the Church is prohibited during the event.
2. Food and beverages are permitted. *If food is to be served*, a caterer on the St. Andrew Parish approved list must be used. A fee will be charged to the caterer by the parish for doing business in Nugent Parish Hall. *If there is no caterer*, the Applicant is responsible for arranging with the St. Andrew Facility Manager at 451-1626 ext. 122 a time for set up and building lock up.
3. No items may be removed from Nugent Parish Hall without permission. Including all plaques, and pictures currently on the walls of the Hall.
4. The use of adhesive for decorations and signs is prohibited. Command strips may be used to attach decorations to floors, walls, pillars, and windows. Please remove decorations carefully so as not to mar or damage any surface.
5. The use of glitter, confetti, real flower petals, rice, birdseed or similar materials is prohibited. A clean-up fee of \$50.00 will be charged if this rule is ignored.
6. Flower arrangements, plants or decorations must have protective bases or waterproof liners.
7. Smoking is prohibited inside all St. Andrew Parish buildings. Smoking materials should not be extinguished in the mulch. Use appropriate containers.
8. Illegal drugs are prohibited in the buildings or on the grounds.

CLEAN-UP

1. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. is the responsibility of any group serving food and beverages or that of the caterer. Tables, chairs and all fixtures must be returned to original position after use
2. Restrooms must be kept clean.
3. Cleaning supplies must be returned to their original place and mops must be thoroughly rinsed and stored properly. The Facility Manager will instruct the applicant on where cleaning materials are kept.
4. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.

ALCOHOL POLICY

1. The group reserving Nugent Parish Hall will be responsible for all arrangements with the operation of a bar. Qualified bartenders must be hired or arranged for to operate the bar.
2. Alcoholic beverages may not be taken or consumed outside of Nugent Parish Hall except for the patio immediately adjacent to the west of the hall.
3. The serving of alcoholic beverages to minors is strictly prohibited.
4. The group assumes all responsibility and liability for any and all claims which may arise out of the use of the bar and the dispensing of alcoholic beverages at Nugent Parish Hall and accompanying grounds.
5. The group also agrees to hold harmless and indemnify St. Andrew Parish and the Diocese of Columbus from any and all such liabilities.
6. The operation of a cash bar requires a liquor permit. Contact the Ohio Department of Liquor Control at least six weeks prior to your event. Any purchase of out-of-state liquor must be made with the approval of the Ohio Department of Liquor Control.

GENERAL CONDITIONS

1. The group is to ensure that proper behavior and conduct is maintained during use of the facility. And assumes full responsibility for the character, acts and conduct of all persons associated with their event. The group agrees to hold harmless and fully indemnify St. Andrew Parish and the Diocese of Columbus against any and all injury to persons or property which arises out of the use of Nugent Parish Hall.
2. St. Andrew Parish will not be responsible for the loss or theft of any personal property of the renting group, their guests, or caterer. Personal items are the sole responsibility of the owner.
3. Any damage or loss or Parish Property shall be the responsibility of the group reserving and/or using Nugent Parish Hall. Such sum as will be necessary to completely restore the damaged property to its original condition shall be paid on demand to St. Andrew Parish by the renting group.

I have read and agree to the above regulations.

Signature

Date