



St. Mark Parish Facility Rental Agreement

GENERAL GUIDELINE:

St. Mark the Evangelist Catholic Church has been blessed with beautiful facilities to carry out the mission of the church. These facilities are available for parish, school, and ministry activities. Should there be available space not being used by the parish, school, or ministries, the **parishioners of St. Mark Church** may rent, for private use, certain facilities on the parish campus. Reservations must be made in advance and require a **signed Rental Agreement, Damage Deposit, and Certificate of Liability Insurance** prior to approval of rental.

All use of the St. Mark Catholic Church facilities must be consistent with the mission and values of the St. Mark Catholic Church as listed below:

MISSION STATEMENT:

St. Mark the Evangelist Parish lives, teaches, proclaims, and celebrates the Good News of Jesus Christ

Facility Requests:

Recurring meetings and programs should be scheduled on an annual basis. The Scheduling Calendar for recurring meetings for church and school programs opens July 1st and runs thru May 31st. Requests for all other meetings or events, must be submitted for approval using the Facility Request Usage Form available at www.stmarkindy.org.

QUALIFICATION FOR USE OF THE FACILITIES:

Priority for the use of facilities shall be given to parish staff and organized groups that are a part of the ministry, organization, or sponsored activities of St. Mark Catholic Church as follows:

- 1st Priority - Liturgical & Sacramental Events
- 2nd Priority - Educational, School Events & Faith Formation Events
- 3rd Priority - Youth Ministry Events
- 4th Priority - Athletic Ministry Events
- 5th Priority – Parishioner Private Events

GENERAL USE GUIDELINES:

(Here in after the applicant will be referred to as the Lessee and the St. Mark Parish Representative as the Lessor.)

- Lessee must be an active parishioner, in good standing, to rent facilities. Lessee must remain present at all times, on the day of the event. Any special consideration of non Parishioners will be at the sole discretion of the Pastor.
- You must be over 21 years of age to rent St. Mark Facilities
- All Non Parish Sponsored Events are required by the Archdiocese of Indianapolis to have a **minimum \$1,000,000.00 Certificate of Liability Coverage**. Insurance Policy must be current and

cover the time frame of the event. Certificate shall list the following as “additionally insured”.

Archdiocese of Indianapolis and St. Mark Catholic Church located at 535 East Edgewood Road, Indianapolis, IN 46227

- Serving of Alcoholic Beverages is prohibited unless permission is given in writing and a **Certificate of General Liability** is provided. When permission is given for serving alcohol, it will be limited to beer and wine service only and confined to the interior of the building.
- Additional insurance coverage is required when serving beer and wine
- All events must end by 11:00 pm.
- The Lessee is responsible for the actions of their guests. At no time should there be lewd, excessively loud, or damaging behavior. It is expected that all guests will conduct themselves in a Christian manner.
- Smoking and vaping is prohibited in all buildings, the Courtyard, and all garden areas of St. Mark.
- Use of illegal drugs is prohibited on the St. Mark Campus
- All children must be accompanied by an adult.
- Posters and/or decorations may not be attached to the walls or ceiling without the written permission of the Facility Coordinator.
- **Bluetooth speakers and microphones are available for both spaces, and a TV for presentations is available in Schafer Hall. Arrangements must be made with Alison Archer, aarcher@stmarkindy.org , prior to the event to use AV equipment.**
- Reservation is not complete until after the receipt of Signed Facility Rental Agreement, Certificates of all required Insurance, and damage deposit.
- St. Mark Facilities are not available to rent on Thanksgiving weekend, Christmas, New Year’s Eve, and New Year’s Day, Holy Week, other holidays require Pastoral approval.

_____Lessee Initials _____Lessor Initials

AVAILABLE RENTAL SITES & FEES

(Maximum hours including set up and tear down: 6hrs)

Msgr Schafer Hall - Capacity 130

Included in Msgr. Schafer Hall rental use of Meeting Rooms A&B

Rental Fee: Msgr Schafer Hall: \$500

Parish Life Center - Capacity 300

Rental Fees: \$1500.

St Mark provides set up and tear down of all tables and chairs used in the Parish Life Center Rental. Use of kitchen requires preapproval by St. Mark Facilities Coordinator; Outside Caterer is recommended

Damage Deposit: \$250 per site (refundable after passing inspection of facilities)

Complementary Rental: Anniversary Celebration: 25th, 50th and above

Milestone Birthdays: 75th and above.

(Insurance and damage deposit still required)

_____Lessee Initials _____Lessor Initials

Liability

St. Mark Catholic Church, The Archdiocese of Indianapolis, and any of their employees or volunteers shall not be responsible for damage to or the loss or theft of any personal property upon the Parish property sustained by the lessee or any participant, guest, or any other person in attendance at the event.

The facilities will be examined after use and lessee agrees that any loss or damage to the facility or equipment (including floor, tables & chairs, kitchen equipment) will be deducted from their deposit. Lessee agrees to hold harmless the Lessor for any liability suit allowable by law.

Facility Guidelines:

St. Mark reserves the right to have a staff member present during events.

Use of Mgsr Schafer Hall kitchen is for Msgr Schafer Hall rental only.

- All items in the refrigerators and paper goods in storage areas are the property of St. Mark Church and are not for general use.
- Rental groups must provide food, beverages and all disposable products including tablecloths and centerpieces for their event.
- Rental groups are required to complete an "End of Event Checklist" provided by St Mark. Please leave check list on the center island in Schafer Hall kitchen.
- Upon vacating Schafer Hall, all tables and chairs should be wiped down with sanitizer and left as originally found unless other arrangements have been made with St Mark and noted in this rental agreement.
- Sanitize all St. Mark dishes, serving ware, and utensils and return to place, if applicable
- Sanitize counters, range tops and clear sinks of debris.
- Sweep and mop floor kitchen and Schafer Hall floors.
- Turn off stoves and other appliances, including kitchen exhaust fan.
- Dispose of leftovers. Do not leave items in refrigerator or freezer.
- Remove all trash to the dumpster in the back parking area.
- Turn off kitchen lights, hall lights are automatic.
- Check that all doors are closed and locked.

The following items are prohibited from use in St. Mark Facilities:

____All Smoking and DJ fog machines	____Rice & Bird seed
____Fireworks/Firearms	____Helium Balloons (air filled permitted)
____Confetti and sparklers	____Flower petals in Church
____Pets, except for service animals	____Controlled substances/drugs

Signature Lines & Dates:

Lessee

Date

St. Mark Representative (Lessor)

Date



SCHAFER HALL RENTAL END OF EVENT CHECK LIST

- ☐ **Dispose of all trash. Dumpster available on south side of Church**
- ☐ **Do not leave leftovers in the Freezer or Refrigerator**
- ☐ **Remove all unused disposables provided for your Event.**
- ☐ **Sanitize all counter tops, equipment and appliances used during Event**
- ☐ **Wash and dry all St Mark utensils used during Event.**
- ☐ **.....Run Disposal and remove all debris from sinks**
- ☐ **Sweep and Mop kitchen floor**
- ☐ **Sweep Schafer Hall floor. Blower provided**
- ☐ **Return tables and chairs to original diagram provided**
- ☐ **Turn off Exhaust Fan in Schafer Hall kitchen**
- ☐ **Make sure Freezer and Refrigerator doors are closed**
- ☐ **Turn off lights in Schafer Hall kitchen and close doors**
- ☐ **Turn off all AV equipment used, lights will automatically shut off**
- ☐ **Close all exterior doors. Doors are programmed to lock**

SIGNATURE_____ **DATE**_____