



St. Mark the Evangelist Catholic Church

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 will be made 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 time, 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.
- 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, Christmas, New Year’s Eve, and New Year’s Day

_____Lessee Initials _____Lessor Initials

AVAILABLE RENTAL SITES & FEES

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

Msgr Schafer Hall Gym (Capacity 180)

Msgr Schafer Hall Cafeteria (Capacity 75)

Damage Deposit: \$175 per site (refundable after passing inspection of facilities)

Rental Fees: Msgr Schafer Hall Gym: \$250

Msgr Schafer Hall Cafeteria: \$150

Complementary Rental: Anniversary Celebration: 25th, 40th. 50th and above

Milestone Birthdays: 75th - 80th and above. St. Mark Baptism Celebrations.

(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 Location Guidelines:

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

Use of Mgrs Schafer Hall kitchen is for Msgr Schafer Hall Gym rental only.

- All items in the refrigerators and storage areas are the property of St. Mark Church and are not for general use.
- Rental groups must provide all disposable products and tablecloths for their event
- All equipment and appliances used must be wiped down and returned to proper place.
- Wash all St. Mark dishes, serving ware, and utensils and return to storage containers
- Wipe down counters, range tops and clean sinks of debris
- Sweep and mop floor
- Turn off stoves and other appliances
- Dispose of leftovers. Do not leave items in refrigerator
- Remove all trash to the dumpster in the back parking area
- Turn off lights
- Check that all doors are locked.

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

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| _____ 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