

St. Mary's Parish Family Center and Priest Park Picnic Grounds

Rental Policy, Facilities, Prices and Requirements

Effective 4/1/2022

St. Mary's Family Center and Priest Park are Located at 333 Charlos St., Stevensville, MT 59870.

Parish Office: Ph. 406-777-5257

See Area Map. Attachment A

RENTAL POLICY

St. Mary's Family Center and Priest Park are properties owned by St. Mary's Parish and the Catholic Diocese of Helena. Activities held on these premises must not conflict with the values and beliefs of the Roman Catholic Church.

THE FACILITIES

St. Mary's Family Center is a 78' x 81' open hall with a capacity of 297 people, wheelchair accessible with a carpeted floor (see Attachment B).

A commercial grade kitchen is adjacent to the main hall and available for rent. It has a 4-burner gas range with a 2-ft. grill, double ovens and a deep fryer. The kitchen also has a food warmer, dishwasher, refrigerators, steam table, coffee urns and microwave. It is fully stocked with pots/pans, utensils, knives and all the items needed to prepare food. Other incidentals include salt and peppershakers, butter dishes, relish dishes, water pitchers, coffee carafes and all cooking items used in the kitchen.

For banquets, there are 30 round tables and 25 banquet tables (each seating 8 to 10), 250 metal folding chairs, table place settings for 250 including plates, bowls, cups, water glasses and flatware. podium, sound system with wireless microphone, portable bar and raised stage.

Rental hours 9:00 am to 11:00 pm daily.

Priest Park (A Picnic Venue)

The outdoor/picnic venue has a covered pavilion, 10 wooden picnic tables each seating 12, built-in gas grill, 2 horseshoe pits (horseshoes not included), open game fields and space for parking. The temporary fence is the western boundary of the rental area; no trespassing is permitted beyond the fence. Equipment and furnishings from the Family Center may NOT be taken to Priest Park without special permission.

Priest Park renters must arrange for portable toilets unless they are also renting the Family Center in which case those restrooms can be used.

Rental Hours 9:00 am to 10:00 pm daily.

RENTAL REQUIREMENTS

1. No material containing profanity, nudity or other material deemed inappropriate or offensive to the general public, as determined by St. Mary's Parish, may be brought onto church premises. No entertainment which contains nudity, profanity or discriminatory comments may be presented on the premises.
2. All deposits and user fees must be paid before access to the facilities will be given. A reservation deposit is required to secure the event on our calendar. No reservation deposits will be taken more than 6 months prior to the event; however, events may be penciled in prior to that time. This deposit will be applied to the total rental fee.
3. The Facility User must sign the Facility Use/Indemnity Agreement (copy included in the Facility Rental Agreement) and provide a certificate of insurance to St. Mary's Parish, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. **St. Mary's Parish, the Diocese of Helena and its Bishop must be named as Additional Insured on the certificate of liability insurance for the dates of facility usage.** If the Facility User doesn't already have general liability coverage, Special Use Insurance in the amount of \$1,000,000 can be purchased through St. Mary's Parish- Diocese of Helena, from Catholic Mutual Insurance Group, unless the event is one identified on Attachment C as not qualifying for coverage. (See Attachment C)
4. St. Mary's will designate a parishioner to guide prospective renters through the rental process and orient them to the facility by touring the facilities and discussing specific rental needs.
5. A representative of St. Mary's Parish will be on-site for large events. This person (Building Facilitator) will assist with opening and closing the building, locating and using equipment (e.g., dishwasher, oven, coffee makers, food warmers), helping with emergency procedures, alcohol policy enforcement, and all questions that may arise.
6. The authorized renter of St. Mary's facilities is responsible for assuring that their caterers/food truck operators comply with St. Mary's Rental Policy and Requirements.
7. Set-up and clean-up for your event is the renter's responsibility, unless arrangements are made in advance with St. Mary's staff. A request for these custodial services must be made at the time of the reservation. Additional fees will apply, see the fee schedule (pages 4 & 5).
8. The Cleaning/Damage Deposit will be returned to the renter only if all the cleaning requirements in are complied with and there is no damage to the building or its furnishings. A Post Event Check List (copy included in the Facility Rental Agreement) will be used to ensure that the facility has been cleaned properly and is in the same condition as prior to the event.

9. The Alcohol Use Policy (if applicable) must be signed by the renter's Authorized Representative.
10. All advertisements for events held on the premises shall refer to the buildings as the St. Mary's Parish Family Center and should list a telephone number other than that of the facilities.
11. Smoking is prohibited inside all parish buildings. Votive-style candles may be used during events.
12. No contentious sports games or games involving water (dunk tank, water balloons, etc.) may be held inside the buildings.
13. Fireworks are prohibited on church premises.
14. The use of nails, hooks, tacks, staples, etc. to decorate the buildings are prohibited.
15. To adhere to electrical safety requirements, use only heavy-duty extension cords.
16. Live music or DJ is permitted. Music volume must conform to the local noise ordinance.
17. No pets are permitted in the buildings, except for personal assistance animals.
18. All garbage must be placed in the dumpster outside the Family Center kitchen. All garbage must be removed from Priest Park and delivered to the dumpster or taken off the premises. No plastic bags filled with garbage may be left inside or outside any of the facilities.
19. Users of Priest Park must arrange for portable toilets for the duration of their event.
20. Unless special arrangements have been made and permission is granted in writing, the facilities are closed and unavailable from 11:01 pm to 9:00 am.
21. Parking and vehicle use on the properties must adhere to local parking ordinances.
22. In an emergency during an event, **call 911 and notify the Building Facilitator** (if one has been assigned for your event).

FACILITY RENTAL PRICES, DEPOSITS AND INSURANCE FEES

Reservation Deposit.....\$100.00 (Refunded if rental is canceled as least 14 days before planned event date)

Cleaning/Damage Deposit.....\$250.00 (Refunded if not needed for cleaning/damage)

St. Mary's Parish Family Center Rental

MORNING (9:00am-12:00pm)..... \$200.00 With Kitchen \$250.00

DAYTIME (9:00am-4:00pm)..... \$400.00 With kitchen \$450.00

EVENING (4:00pm-11:00pm).....\$500.00 With kitchen \$550.00

FULL DAY (9:00am-11:00pm).....\$800.00 With kitchen \$900.00

Additional time will be charged, by the hour, between 9:am and 11:00pm..... \$100.00/Hr.

Priest Park Rental

MORNING (9:00am-12:00pm).....\$100.00

DAYTIME (9:00am-4:00pm)..... \$200.00

EVENING (4:00pm-10:00pm).....\$300.00

FULL DAY (9:00am-10:00pm).....\$400.00

Catering/Food Truck Electric Hookup

Half Day.....\$25.00

Full Day.....\$50.00

Family Center Additional Pricing

Round Table & Chairs (Seat 8).....	\$5.00/Table
Banquet Tables & Chairs (Seat 8).....	\$4.00/Table
Table Place Settings (plates, flat ware, cups, glasses).....	\$1.00/Person
Custodial Service for Setup (Tables & Chairs).....	\$1.50/Person
Custodial Service for Setup (Tables, Chairs & Place Settings).....	\$3.00/Person
Custodial Service for Cleanup.....	\$4.00/Person

(Cleanup includes: Clearing and washing table tops, storing tables and chairs, vacuuming the main hall, washing all dishes and cookware, cleaning stove and ovens, sweeping and/or mopping kitchen floor, removing all trash.)

All table coverings to be supplied by the renter.

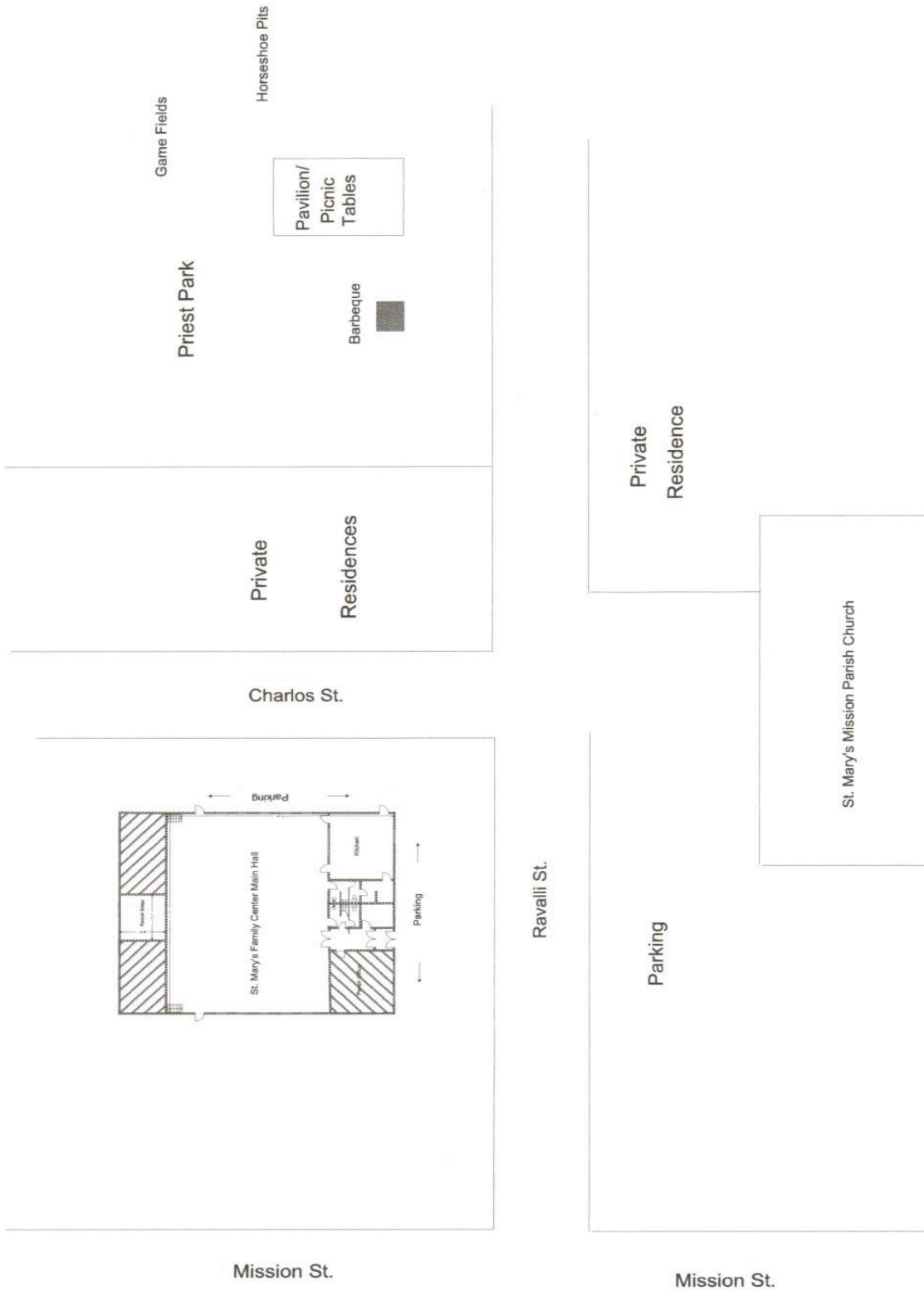
Insurance Costs

\$1 Million Special Use Insurance \$95.00

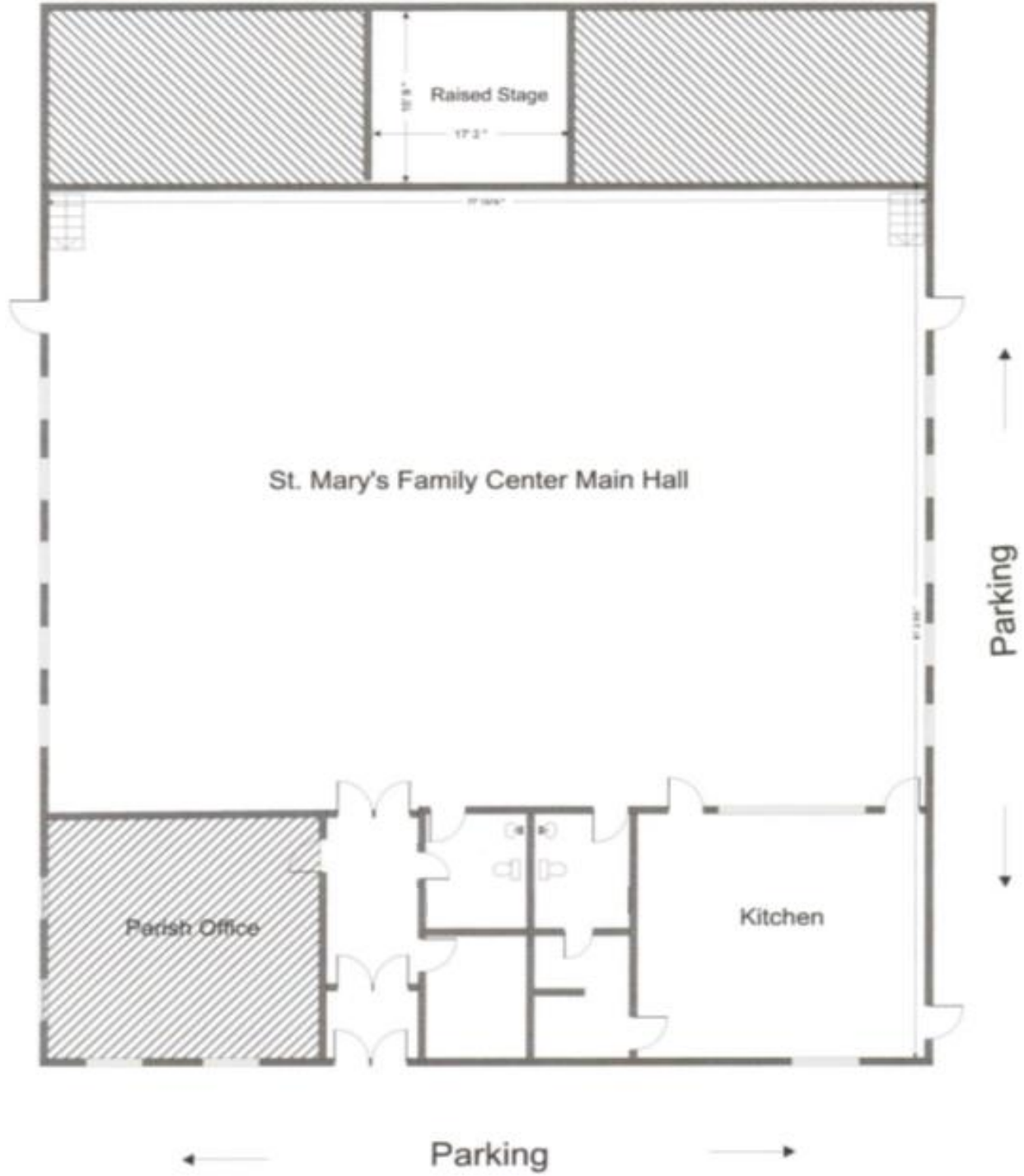
Insurance from Catholic Mutual Insurance Group through the Diocese of Helena: See Attachment C - Application for Special Events Coverage. This insurance is needed when the Facility Renter cannot provide a Certificate of Insurance to St. Mary’s Parish, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence and designating St. Mary’s Parish, the Diocese of Helena and its Bishop on the Certificate as **Additional Insured** for the dates of facility usage. This option for insurance is not available for certain events, e.g., when a fee is charged for admission to the event and all proceeds do not go to charity. (See details on Attachment C)

The services shaded in grey are not currently available but are planned for the future.

St. Mary's Family Center and Priest Park Vicinity



Attachment A



Attachment B

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

ROMAN CATHOLIC DIOCESE OF HELENA - 0020
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (see below for purchase options).
Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

Coverage underwritten by Nationwide Mutual Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$95 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution: _____ _____ Street (Physical) Address (NO P.O. BOXES): _____ City/State: _____ ZIP Code: _____ Phone No.: _____	Date of Event: _____ Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring): _____ _____
Lessee (Additional Insured) Information: Name of Sponsoring Organization or Individual Requesting Coverage _____ <i>(Please Print Lessee Name(s) or Organization)</i>	Time of Event: From _____ To _____ Is this an overnight event? Yes <input type="checkbox"/> No <input type="checkbox"/>
Lessee (Additional Insured) Contact Person: Name: _____ Street Address: _____ City/State: _____ ZIP Code: _____ Telephone: _____	Approx. Number of Participants: _____ Is Food Being Served? Yes <input type="checkbox"/> No <input type="checkbox"/> Is Liquor Being Served? Yes <input type="checkbox"/> No <input type="checkbox"/>
To receive approval notification please print e-mail(s): <i>(Please Print E-mail(s) Clearly)</i> _____ _____ _____	<small>If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application. Does this event require the additional coverage? Yes <input type="checkbox"/> No <input type="checkbox"/></small>

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

- COVERAGE DOES NOT APPLY TO CERTAIN EVENTS AND EXPOSURES, SUCH AS, BUT NOT LIMITED TO:**
- Any carnival event
 - Fireworks & fireworks displays
 - Events involving 'BYOB' (Bring your own bottle)
 - Events involving pool or lake activities
 - Events involving recreational vehicles
 - Non-Religious Music Concerts
 - Events organized or operated by professional promoters/performers
 - Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
 - Events where a fee or admission is charged, unless all proceeds go to charity
 - Political Rallies
 - Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
 - Claims related to an epidemic/pandemic

DEFENSE COSTS FOR SEXUAL MISCONDUCT FOR OVERNIGHT EVENTS - \$100,000 LIMIT
Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.
Do you want to apply for this coverage? Yes No

- ADDITIONAL CHARGES WILL APPLY FOR:**
- Events which exceed 3 days in duration (charge TBD)
 - Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
 - Events that exceed 1,000 in attendance (charge TBD)

MAKE CHECK PAYABLE TO:
DIOCESE OF HELENA

RETURN WITH FORM TO:
DIOCESE OF HELENA
BUSINESS ADMINISTRATION OFFICE
P.O. BOX 1729
HELENA, MT 59624
Copy to: CATHOLIC MUTUAL GROUP

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108 SE_3P(6/20)

Attachment C