



Event Policies

User Definitions

1. “*Personal Events*” are defined as those held for an individual parishioner, such as an anniversary or birthday party, bridal shower, etc.
2. “*Group Events*” are defined as those held by a group or business, such as the State KCs, Catholic Charities, Women’s Care Center, etc. These can be parishioner private groups or non-profit groups.
3. Small wedding receptions (<100 people) with no dance and no alcohol will be considered a Group Event.

Services Offered

Room Layout

1. Room configurations can be discussed with the Event Coordinator.
2. The main doors into the social hall must be kept closed during Mass times, including Saturday evenings (5-6 p.m.).

Audio/Visual

1. A microphone, projector, and full screen are available.
2. You must submit your request for these services at least two weeks in advance of the event date, and you must discuss with the Event Coordinator to go through proper use.

Dance Floor

We have a dance floor available for you to use. Set-up configurations can be discussed with the event coordinator. Dance floor dimensions are 24’ x 30’.

Food & Beverage Service

You may choose to have your event catered or you may provide your own prepared food. See specific details for Kitchen use on page 3.

Event Policies

Decorating

1. **Nothing** may be attached to walls, furnishings, doors, etc.
2. Glitter, confetti, rice, etc. are not allowed anywhere on premises.
3. Electric candles are strongly encouraged as opposed to open flame candles.

Music/Dance

1. Lyrics may not contain cursing, references to murder or violence, promotion of promiscuity/casual sex, etc.
 - Remember this is a religious environment, and no music that would be considered inappropriate in a church environment may be played.
2. You may bring in own DJ or music group for social hall events – musician(s) must be approved by Event Coordinator, and DJ or music group must meet with the Event Coordinator at least two weeks prior to the event.
3. Musicians and DJs must provide their own audio equipment.
4. Music must end by 12 am.

Rates & Capacity

Social Hall

1. Row seating – 675 capacity
2. Round table seating – 400 capacity
 - Room layout will affect capacity. Please discuss your room configuration needs with the Event Coordinator to determine exact capacity.
3. In lieu of a facility fee, for any event where an admission or registration fee is charged, a free-will donation is encouraged to offset facility expenses.
4. Please consult with the Event Coordinator for costs regarding use of the social hall.

Other Facility Spaces

Various rooms are available for use within the church facility. Please consult with the Event Coordinator for capacity and prices.

Deposit and Payment

1. Payment is due one month prior to the event.
2. A damage deposit of \$200 is required upon booking the social hall. Your deposit will not be refunded if there is damage to the premises or its surroundings, or if the cleaning list is not completed. If damages exceed the damage deposit amount, the balance will be billed to you, and payment is due within 30 days of the billing date.

Scheduling

1. Group and Personal Events can be booked up to six months in advance.
2. Groups with multiple recurring events within the same calendar year must renew their request on an ongoing basis. The church should be contacted in May to request space for the upcoming year.
3. Liturgical and parish-sponsored events will receive priority. Funerals always take precedence over all scheduled events.
4. Scheduling of non-parish events is on a first-come, first-serve basis.

Other Considerations

Insurance

For your protection, Sts. Anne & Joachim Catholic Church encourages all renters to provide proof of personal limited liability insurance. If your insurance agent cannot provide the insurance, we can provide the insurance rider to you for an additional fee if you wish. Please consult with the Event Coordinator.

Kitchen

1. Use of the kitchen and kitchen supplies is limited to licensed caterers, parish groups, the diocese, and JPII schools.
2. Personal and Group Events are allowed to use coffee makers, carafes, and water pitchers. Please speak to the Event Coordinator if you are interested in use of these beverage supplies.
3. Limited kitchen access is available for prep work and storage; however, kitchen appliances are not available for use.
4. All facility users are expected to clean up the kitchen after any and all use. The Event Coordinator will provide you with a cleaning checklist to complete when you are finished with the space. Failure to complete the checklist will result in forfeiture of your damage deposit.

Cancellations

1. In the event of a cancellation, a cancellation fee will be charged as follows:
 - Within two weeks prior to the event – 50% of fee
2. In the event of cancellation due to weather, the Event Coordinator will work with you to reschedule. If an event cannot be rescheduled, we will not charge a cancellation fee.

Set Up and Tear Down

1. You will be allowed into the space before your event to decorate, test equipment, etc. Our first priority will always be parish events, so this may affect the time you have to set up and tear down. Do not assume the time you can begin setup, as there may be another event immediately before yours. Check with the Event Coordinator at least two weeks prior to your event, and he will discuss these specifics with you.
2. Gifts and any items of value should not be left unsupervised. Sts. Anne & Joachim Catholic Church is not responsible for any damage or theft of personal property from the premises during your event.
3. We require you to remove all user-supplied materials immediately following your event – for example, centerpieces, flowers, gifts, etc. The building is locked when not in use, so you will not be able to return to pick up items.
4. All users will be required to vacuum, wipe down all surfaces used, remove garbage, wash dishes, put dirty laundry in laundry room, and shut off the lights to the social hall upon completion of the event. See the cleaning list posted in the kitchen to ensure you have completed all required cleaning. Please leave the room just as you found it, unless otherwise specified by the Event Coordinator.