



Event Policies

Services Offered

***Failure to follow Sts. Anne & Joachim guidelines and policies may forfeit all or part of security deposit (See [Event Pricing Structure](#) for Security Deposit information).**

Room Layout

1. Room configurations can be discussed with the Event Coordinator. See also Rates & Capacity.
2. The main doors into the social hall must be kept closed during Mass times, including Saturday evenings (5-6 p.m.) and Sunday evening Mass (7-8 p.m.).

Audio/Visual

1. A microphone, projector, and full screen are available; laptop is not included. Instructions for use of iPad and Mac are supplied at sound board.
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 to rent for \$100.00. 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, glitter spray, 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 – 350 capacity (8 chairs per table)
 - 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. See [Event Pricing Structure](#) for Security Deposit, fees and room clarifications.

Other Facility Spaces

1. Various rooms are available for use within the church facility. See [Event Pricing Structure](#) for Security Deposit, available meeting rooms, fees and room clarifications.

Deposit and Payment

1. Payment is due one month prior to the event.
2. A security deposit is required upon booking the social hall, even if there is no charge for Social Hall use; please see [Event Pricing Structure](#) for Security Deposit information. When event is complete, and Sts Anne & Joachim staff have done a walk-through to confirm all clean-up tasks have been satisfactorily completed, your Security Deposit will be shredded or mailed back. All or part of Security Deposit will be forfeited if there is damage to the facility or church grounds, if the cleaning list is not satisfactorily completed or guidelines and policies are not followed. 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.
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 requires users/renters (not for Diocese of Fargo or JPPII School functions) to read and sign our 3rd party Insurance Form for parties over 25 people. The Event Coordinator will provide this paperwork.

Kitchen

1. Use of the kitchen and kitchen supplies is limited to licensed caterers, parish groups, the Fargo Diocese, and JPPII 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 all use. The Event Coordinator will provide you with the [Social Hall & Kitchen Use Check-Off List](#) to complete when you are finished with the space. Failure to complete the checklist or incomplete cleaning will result in forfeiture of part or all your Security Deposit (See [Event Pricing Structure](#) for Security Deposit Information).

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 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 she will discuss the 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.
4. Event Coordinator will provide the [Social Hall & Kitchen Use Check-Off List](#). This list includes everything that must be done at the end of your event. There are also signs on the kitchen walls and laundry room walls with care instructions. If items on [Check-Off List](#) are not completed to our satisfaction all or part of Security Deposit will be withheld.