

**St. Michael's Catholic Church  
Mahnomen, MN 56557**

**Facility Use Agreement and Policy for the Registered Parishioners  
Effective May 2021**

In striving to be good stewards of our facility, St. Michael's Catholic Church adopted the following policies for the use of **Registered Parishioners**.

**1. Insurance for Liability**

A parish provided Agreement must be signed and the signer must provide a certificate of Insurance for Liability in the minimum amount of \$500,000.00. It must name the parish as an additional insured. You may be able to obtain this insurance from your Home owner's Insurance Company. This certificate must be in the parish office at least two weeks in advance. If the insurance certificate is not on file the event must be cancelled.

**2. Non-Refundable Deposit**

A Non-Refundable/Non-Negotiable fee of **\$25.00** ensures the date requested

**3. Refundable Security Deposit**

A cleaning and security deposit of **\$50.00** is submitted to the Church at the time of booking the facility. This amount will be deposited in the Church account. A check for the deposit refund will be sent to the Signer if the building is left clean and without damage immediately after the event. If the cleaning is undone, the rate for cleaning is \$25.00 per hour which will be deducted from the amount of the deposit.

**4. Usage Fee**

**Option 1:**

There will be **no additional charge** for a registered parishioner for the Church Parish Hall (for a gathering of 25 people or less) without the use of the kitchen (stove, ovens, and dishwasher).

**Articles available to use with this option are:**

- Refrigerator and freezer in Kitchen and Boiler Room
- Serving utensils, coffee makers, serving trays, bowls, pitchers, coffee carafe, punch bowls, salt & pepper shakers and cream & sugar containers.

**Articles not available:**

- Food, coffee, Kool-Aid, paper products (unless arrangements are made ahead of time)

## Option 2:

A suggested **donation of \$ 25.00** is requested of the parishioners, when they use the kitchen (stove, ovens and dishwasher).

### Articles available to use with this option are:

- Refrigerator and freezer in Kitchen and Boiler Room
- Dishwasher
- Fans for stoves
- Electric roasters
- Glass plates, silverware, serving utensils, glasses, serving trays, serving bowls and pitchers
- Coffee pots, coffee carafe, punch bowls, salt & pepper shakers, sugar & creamer containers
- Service of a Kitchen Supervisor. (additional \$50.00 fee)

### Other Instructions:

- Pick-up a key for the Hall from the Parish office and return it to the Key Drop Box.
- No smoking is allowed on the premises
- Only champagne or wine may be served – Facility user is responsible for guests' use of alcohol.
- No liturgical furniture shall be moved or used for hospitality.
- Carry garbage to dumpster and replace black bags (bags are located under the kitchen sink)
- Thoroughly wash all counters and clean the tables and chairs
- Place the tables and chairs, in their proper place.
- Remove ALL food and beverages that belong to you
- Church pans or equipment should not be removed from the Hall (unless preapproved and signed out)
- Bring your own containers for taking home extra food.
- Shut off lights and fans
- Dish cloths and towels - must be laundered and returned
- Make sure all doors are properly locked when leaving

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**Parish Office at:**

**120 W Jefferson Ave; Mahnomon, MN 56557**

**Monday - Wednesday: 8:30 a.m. - 4.30 p.m.**

**Thursday: 8:30 a.m. - 12 Noon**

**(Lunch Break: 12 - 1.00 PM)**

**Phone: 218-935-2503**

**Email: [stmikes@arvig.net](mailto:stmikes@arvig.net)**