

Holy Angels Parish

South Meriden, Connecticut

GYMNASIUM USE PROGRAM POLICY AND PROCEDURE



Revised January 2009

General Information

Holy Angels provides the use of the gymnasium to parishioners for family events. We define a parishioner as one who is a practicing member of Holy Angels Parish. They must be registered in the Parish census and are participating in the regular financial support of the Parish, that is, the use of the weekly offertory envelope system.

Types of Gatherings

The types of functions that will be permitted to be held in the gymnasium will be those directly related to personal family, e.g. baptisms, showers, anniversaries (see rental fee next page.) **NO** stags will be permitted. **NO** keg beer will be allowed. The rental and custodial fees total \$200.00, plus Third Party Insurance Coverage fee of \$100.00.

Availability

The Holy Angels gymnasium is available on most weekends. Time of such availability is restricted since scheduled activities of the Parish have priority.

The gymnasium is available without charge for a gathering of family and friends following the funeral of a parishioner as defined above.

The gymnasium is available for non-profit functions. A \$125.00 rental fee (payable to Holy Angels Church), a \$75.00 custodial fee (payable to Ralph Massicott), and a Certificate of Insurance of at least \$1,000,000.00 of liability coverage naming Holy Angels Church and the Archdiocese of Hartford will be required.

Booking Information

A parishioner interested in applying for the gymnasium should contact the Parish Office at (203) 235-3822 as to availability. The applicant then obtains and completes an application form.

Rental Fee

A deposit of \$50.00 (payable to Holy Angels Church) is required within five (5) business days to reserve the date. Also, Third Party Insurance Coverage must be obtained by completing the enclosed application. This application, along with a check for \$100.00 (payable to the Archdiocese of Hartford) should be mailed to **Catholic Mutual Group, 467 Bloomfield Avenue, Bloomfield, CT, 06002, 15 days in advance of the event.** Coverage is subject to approval by Catholic Mutual and a confirmation letter will be forwarded prior to the event.

The fee is for a maximum of six (6) hours, which includes any time needed to prepare, decorate or make use of said gym. Each additional hour or part thereof will be \$25.00.

The key for the gymnasium may be obtained from the Parish Office no more than two (2) days prior to your event and returned within two (2) days following your event.

Chair and table set-up and removal are included in the rental fee. Balance of rental fee is due no later than five (5) days prior to the scheduled usage. Checks are payable to "Holy Angels Church."

Restrictions

The occupants are responsible for any damage or loss to the Church, whether to the gymnasium, center or adjoining church property.

The occupants are to leave the gymnasium, center and adjoining church property in the same condition as prior to the function.

NO kitchen supplies or utensils are available to the occupants of the gymnasium.

The kitchen, classrooms, meeting rooms and offices are not available for rental.