

Restrictions

- No event should extend beyond 11:00 p.m.
- No stags are permitted.
- No balloons are permitted.
- Because of carpeting in the classrooms, only the Rev. LaPlante Gymnasium is available for rental.
- The kitchen may be used for warming foods only. You may make use of the refrigerator. All cooking should be done off premises. Please bring your own utensils, etc. for serving and eating of food.
- You are responsible for any damage or loss to the Church property, whether to the gymnasium, Center or adjoining Church property.
- The gymnasium and adjoining property is to be left in the same condition as prior to the event (with the exception to the floor which will be cleaned by the custodian).

Holy Angels Parish

South Meriden, Connecticut

REV. ROLAND M. LAPLANTE

GYMNASIUM USE

PROGRAM

POLICY

AND

PROCEDURE



Revised April 2017

General Information

Holy Angels offers the use of the Rev. Roland M. LaPlante Gymnasium primarily 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 or electronic giving.

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, birthdays.

Availability

The Rev. LaPlante Gymnasium is available on most weekends. Time of such availability is restricted since scheduled activities of the Parish have priority.

Booking Information

A parishioner interested in applying for the use of the gymnasium should contact the Parish Secretary at 203.235.3822 or Office@HolyAngelsChurch.org as to availability. The applicant then obtains and completes an application form. For your convenience the form is also available on our website, www.HolyAngelsChurch.org.

Rental Fees

Insurance: A Certificate of Insurance of at least \$1,000,000 of liability coverage naming Holy Angels Church and the Archdiocese of Hartford is required. 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. This check must be sent at least 21 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.

Parish Fee: (payable to Holy Angels Church)

- Active Parishioner – No Charge
- Non-supporting parishioners: – **\$200.00** (\$50 deposit at time of booking and the balance at least 24 hours before the scheduled event).
- Non-parishioners: **\$500.00** (\$50 deposit at time of booking and the balance at least 24 hours before the scheduled event).
- Non-profit: **\$50.00** paid at least 24 hours before the event.

The rental fee is for a maximum of six (6) hours. Each additional hour or part thereof will be an additional **\$25.00**.

Access to the building

If you are a parishioner or non-profit organization, you may obtain a key from the Parish Office, no more than two (2) days prior to your event and returned within two (2) days following your event. If you wish to decorate the hall please make arrangements with the Parish Office for available time.

The renter should turn off lights before leaving and secure the building unless the custodian has the only key.

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