

Church of St Michael
16311 Duluth Avenue SE
Prior Lake, Minnesota 55372

Archangels Hall Policy

Purpose

The parish of St Michael is fortunate to have Archangels Hall, located in the lower level of the Church, to serve our many parish programs and events, and to provide a place for our parish family to gather for fellowship and activities. This policy shall establish requirements, restrictions, and procedures to govern the usage and scheduling of Archangels Hall.

Scheduling and Priorities

Since we are an active and growing parish, all requests for use of Archangels Hall should be made in writing to provide tracking of requests on a first come; first serve basis. As a matter of priority, traditional and regularly scheduled and approved parish events, have priority for use of Archangels Hall. Any activity not consistent with the mission and best interests of the Church of St Michael, as determined by the Parish Director and Parish Pastor, will not be approved.

In addition, Archangels Hall serves as a place for family and friends to gather for comfort and fellowship following the funeral of a loved one. This purpose would merit special scheduling priority with regard to use of the space.

When Archangels Hall is not in use for parish functions and events, and with the approval of the Parish Director, the Hall may be available for use by individual parish members, the general public, or by community or civic groups. The Hall is not available for commercial for-profit groups or political interests groups. The Hall is not to be used for an event while Mass is being celebrated in the Church. Any group permitted to meet in the facilities does not constitute an endorsement of the group's policies or beliefs by the Church of St. Michael.

Availability

1. The Hall may be available to rent any weekday evening between 4:00 pm and 11:00 pm
Saturday from 9:00 am – 3:00 pm, and 6:30 pm – 11:00 pm. Sunday between 1:00 pm and 11:00 pm

Scheduling Procedure

1. Contact the Parish Office to discuss availability, and to obtain approval for the event or activity.
A brief description of the event, activity, or program must be provided, along with the date, time, and needs of the event using the Archangels Hall Rental Application and Agreement document.
2. A proposed diagram of the set up for the Hall should also be included.
3. Reservations for the space must be made three months in advance of the date requested for use.
4. Prep time for an event may be discussed on an individual basis, including Friday evening, or before 5:00 pm on Saturdays, if the Hall is available.

Contact or Questions

Parish Director
Church of St Michael - Parish Office
16311 Duluth Avenue SE
Prior Lake, MN. 55372

952-447-2491

www.stmichael-pl.org

Church of St Michael and Archangel Hall address (for guest invitations and event deliveries)
16331 Duluth Ave SE
Prior Lake, MN. 55372

Responsibilities

The party signing the Rental Application and Agreement will be responsible for adherence to all requirements contained within the policy and rental agreement. Failure to comply with this agreement will result in damages to be assessed by the Parish Director, including retention of the rental fee deposit.

Church of St Michael
16311 Duluth Avenue SE
Prior Lake, Minnesota 55372

Archangels Hall Policy

Archangels Hall Specification

- 15,000 sq ft of carpeted space on one level with pillars
- 450 sq ft of tiled space on an upper level near the exit with minimal pillar obstruction
- Dance Floor on the upper level 21' x 27'
- Ceiling Height / upper level 8' 6", lower level North end is 10' and South end is 9'
- Main Hall and Rest Rooms are ADA Accessible
- Two main entrances for guests and load in of event equipment.
- Load in on same level as the parking lot. Accessibility ramps to the lower level – 58" wide.
- 4 Emergency Exits
- No Smoking Facility

Electrical Power

- 120 volt 15 amp electrical outlets located around the perimeter of the hall and on the support columns
- 220 volt power is not available

Seating Capacity

- Seating Capacity approved by Fire Marshall-- Maximum number of guests for any rental event may not exceed 200.
- The Hall is available with the tables and chairs arranged "as is". The Renter using the Hall is responsible for returning tables and chairs to the arrangement in which it was found.
- The Tables are 60" rounds, each set with 8 Chairs
- Eight Banquet Tables are available Each table measures 8' x 30"
- 9 Child's Booster Seats

Audio / Visual

- Mackie CFX 12-Channel Mixer
- Sound Speakers lower level-Yes, upper level-No
- Two Hand-Held Microphones with Stands
- One Lapel Mic
- Two Drop Down Screens (9'w x 7'h)

Miscellaneous

- Coat Racks – 3 Available
- Wi-Fi available – Contact the Parish Office to obtain the code
- Fire Place (Gas)
- White Baby Grand Piano

Kitchen Facilities

- | | |
|---|---|
| • Two Commercial Ovens | <u>Serving Items</u> |
| • Two Convection Commercial Ovens | China Place Settings |
| • 6-Burner Stove Top | Flatware |
| • Grill and Griddle | Plastic Glasses |
| • Standard Microwave | Plastic Pitchers |
| • 4-Pan Steam Table | Serving Dishes (Bowls and Platters) |
| • Dish Washer | Salt / Pepper Shakers |
| • 3 Commercial Sinks | Ice Machine |
| • Walk in Refrigerator | |
| • Coffee Maker with Pots | |
| • Limited Work Space | |
| • Serving Carts / No Flat Bed Carts Available | Emergency Fire Extinguisher and First Aid Kit |
| • Garbage Bin outside of the facility | Phone available in the Kitchen area |
| • No use of Fryers or Mixer | Freezer consideration on request |

Church of St Michael
16311 Duluth Avenue SE
Prior Lake, Minnesota 55372

Archangels Hall Policy

Requirements and Restrictions

Kitchen Facility Usage

1. All items in refrigerators and pantries, including paper products, are the property of the Church of St Michael and are not for general use.
2. No items shall be left in the refrigerators. Please dispose of all leftovers.
3. All dishes, utensils, pots and pans, and containers must be washed and returned to the storage areas.
4. Any equipment or appliances used must be cleaned and returned to proper storage areas.
5. Counter surfaces, range tops, microwaves, coffee makers, sinks and dish washing machine must all be cleaned thoroughly.
6. Floor should be swept and damp mopped, if necessary.
7. Recycling is encouraged. All recyclables should be separated from regular trash, bagged, and disposed in the designated area.
8. All trash should be bagged, tied and placed in the dumpster just outside of the facility.
9. The Renter is responsible for 100% of any replacement, or repair cost including labor for any damage that occurred during the event. Any damage or breakage should be reported to the Parish Office.

Decorations

1. Only table decorations may be used. No wall or ceiling decorations may be used.
2. Unprotected open-flame candles are not allowed. Flame-proof glass containers must be used with all candles to prevent damage from fire and wax.
3. Confetti, "silly string", glitter, rice, sand, birdseed, and water balloons or anything that will be difficult to clean up are not allowed in or around the facility.
4. Helium balloons may be used for decoration, but they may not be weighed down with sand, birdseed, rice, or other prohibited materials.
5. Absolutely no powders, sawdust, or similar materials are allowed on the carpeted or wooden floors.
6. Artificial smoke, fog, and bubble machines are not allowed.

Entertainment

1. All live entertainment must be approved in advance, but no later than thirty days prior the event date.
2. All entertainers must provide their own liability and theft insurance.
3. All entertainers must provide their own tablecloths and/or skirting for their stage equipment.
4. Renter's agents or subcontractors, (including disc jockeys, and bands) may not alter any part of the facility's electrical system.
5. Equipment must never be dragged across the floors (carpeting or wooden dance floor).
6. Entertainment/equipment must be removed by Midnight on the night of the event.
7. Set-up time for entertainment must be reserved and approved through the Parish Office.

Gaming, Pornography, Firearms or Drugs

1. Gambling of any type is not permitted on the premises.
2. Activities involving the use of pornographic material are not allowed on the premises.
3. The Church of St Michael bans the use of guns and firearms on premise.
4. Narcotics or drugs of any kind are not allowed on the premises.
5. Violation of any of the above restrictions will result in immediate termination of the event and evacuation of all guests and event subcontractors.

No Smoking Facility

The Church of St. Michael campus is smoke-free. Smoking of cigarettes, pipes, cigars, or other similar substances by the Renter, guests, or agents/subcontractors is strictly prohibited.

Church of St Michael
16311 Duluth Avenue SE
Prior Lake, Minnesota 55372

Archangels Hall Policy

Requirements and Restrictions (continued)

Condition of Archangels Hall

1. Archangels Hall is usually set in rounds of 8 for 200 people.
1. The Hall must be returned to the same condition in which it was found; including tables and chairs, if kitchen equipment was used, it must be washed and cleaned, and garbage placed in outside trash bin.
2. All Renter/agent property must be removed, and the Hall must be cleaned and locked by midnight.
3. The moving or removal of artwork, statuary, flags, pictures, etc. is prohibited.
4. The Renter is responsible for 100% of any replacement, or repair cost including labor for any damage that occurred to the facility or equipment during the event. Any damage or breakage should be reported to the Parish Office.

Security

1. For events serving alcohol, an approved security person must be on premise during the entire event and by definition, until all guests and agents/subcontractors have left the event.
2. The cost of the approved security person is the responsibility of the renter.
3. The Parish Office will assist in scheduling an approved security person.
4. The Renter will be responsible for paying the security person directly.

Alcohol

1. A permit to serve alcohol must be obtained by the caterer, or the event host through the City of Prior Lake. A copy of the permit must be sent to the Parish Office at least thirty days prior to the event.
2. The Renter must be on the premises at all times while liquor is being served.
3. Alcoholic beverages shall be limited to beer, wine, or champagne.
4. It is the Renter's responsibility to purchase and stock all alcoholic beverages needed for the event.
5. Alcoholic beverages may be served, but not sold on the premises
6. Alcoholic beverages may not be taken out of the Hall.
7. BYOB (Bring Your Own Bottle) events are not allowed.
8. A qualified bartender must be on duty any time alcohol is served on the premises
9. Champagne bottles are allowed for wedding champagne toasts only. The renter must provide the champagne. The champagne bottles may be opened only in the kitchen. Shooting of champagne corks is strictly prohibited in or around the building.
10. All persons present at an event where alcohol is served must abide by the laws, rules, ordinances, and regulations of The City of Prior Lake and the State of Minnesota. Violation of any of these codes may result in removal of the offender from the premises; and/or immediate removal of all alcoholic beverages from the premises; and/or immediate termination of the event. In the event of immediate termination, all persons must vacate the premises immediately. Immediate termination will result in the complete forfeiture of all rental fees.
11. According to the Law of the State of Minnesota, liquor will not be served to anyone under the age of 21. The Church of St Michael reserves the right to require proof of age from anyone believed to be under the legal age for consuming alcohol.
12. Alcohol may not be served after 10:30 pm.

Church of St Michael
16311 Duluth Avenue SE
Prior Lake, Minnesota 55372

Archangels Hall Policy

Requirements and Restrictions (continued)

Catering

1. A pre-approved, licensed, and bonded caterer or restaurant service must be used for rental events.
2. Copies of the license and insurance information must be provided at least thirty days prior to the event.
3. Delivery of food and set up is allowed only during pre-arranged scheduled times.
4. Access to the Kitchen must be scheduled with the Parish Office and the Kitchen Coordinator.
5. A Catering "walk through" with the Kitchen Coordinator, should be scheduled and set up through the Parish Office.
6. Caterers may rent the use of the kitchen to cook and prepare food at an hourly fee of \$75 per hour for food prep, by request in advance, and if Hall is available.
7. In the event the Kitchen is used:
 - a. Caterers may only use the ovens and stoves.
 - b. Caterer may use the serving utensils, pots, pans, dishtowels, potholders, and other food preparation small wares; however they must be cleaned and returned to their storage place.
 - c. Caterers may use refrigerators to store or cool foods. All food must be removed by 11:00 pm. Any spills or debris must be cleaned up as they were found. Freezer space with approval.
 - d. Caterers may use the automatic dishwasher.
 - e. All china, flatware, and glassware must be washed and returned to its proper place.
 - f. All Kitchen tables and appliances must be wiped down.
 - g. Kitchen floors must be swept and mopped.
 - h. All trash and food waste must be bagged and put into outside trash receptacles.
 - i. Grease must not be disposed of down any drain. Grease should be contained and placed in the trash receptacles.
 - j. Caterers are expected to leave the kitchen facilities clean and orderly.
 - k. The kitchen must be cleaned and vacated no later than 11pm
 - l. Any damage or breakage must be reported to the Parish Office.
 - m. The Renter is held responsible for 100% of any replacement or repair costs including labor for any damage that occurs during event activities. Any damage or breakage done by the Caterer is between the Caterer and the Renter.

Permits, Loss, Damage, or Unlawful Violations

1. The Renter is responsible for obtaining a Liquor Permit from the City of Prior Lake, in compliance with the Laws of the State of Minnesota.
2. The Church of St Michael will not be held responsible for lost or damages to personal property of the Renter, guests of the Renter, or agents of the Renter. Nor will the Church of St. Michael be liable for personal property or equipment left behind after the event by the Renter, the Renter's guests, or agents/subcontractors.
3. The Church of St. Michael is not responsible for illegal-parking fines which may occur during the event.

Insurance Coverage for Rental Events

1. Insurance regulations require a copy of the Proof of Insurance, Certificate of Liability as evidence of coverage, and must be submitted to the Parish Office at least thirty days prior to the event.
2. Coverage should be in the amount of \$500,000 Bodily Injury and Property Damage Liability Insurance, and \$1,000,000 Liability Insurance with Host Liquor Liability, if alcohol is being served. Typically such coverage is available through homeowners or renters insurance. It may also be purchased through the church's insurance carrier. Contact the Parish Office for more information on insurance coverage.
3. Should the Renter include a "Cash Bar" in the event, note the law prohibits the sale of liquor without a liquor license. Only licensed and fully insured liquor providers may dispense or sell alcohol for profit.

Church of St Michael
16311 Duluth Avenue SE
Prior Lake, Minnesota 55372

Archangels Hall Policy

Procedure for Rental of Archangel's Hall

1. Contact the Parish Office to request a copy of the Archangels Hall Policy and Rental Applications and Agreement document and check the availability of the date and time.
2. Fill out the Rental Application and Agreement document providing all requested information.
 - Three months prior to the requested event date:
 - o Submit Rental Application and Agreement document and Deposit Fee for review and approval by the Parish Director
 - Thirty days prior to the requested event date:
 - o Submit Proof of Insurance Certificate of Liability for the event.
 - o Name and contact information of Caterer and copies of Caterer's License and Insurance information.
 - o Copies of Insurance Certificates from agents/sub-contractors
 - o Copies of the Liquor Permit (if applicable)
 - o Submit balance of required fees
 - Fourteen Days prior to the event
 - o Final guest count
 - o Diagram of requested room layout

If there are any questions or issues, please contact the Parish Director of the Church of St. Michael.

Summary

It is the Renter's responsibility to effectively communicate the content of this document to all persons involved in the rental or use of this facility, including guests, agents, and/or subcontractors.

Administration of the policy and rental agreement for Archangels Hall and the approval of scheduled events are the responsibility of the Parish Director; however, the Pastor of the Church of St Michael shall be the final authority in establishing policy for the use of Church facilities.

Approval:

Father Thomas Sieg Date
Pastor, Church of St Michael

James DeGross Date
Parish Director

Church of St Michael
16311 Duluth Avenue SE
Prior Lake, Minnesota 55372

Archangels Hall Policy

Rental Costs and Fees (Policy Addendum)

The following groups may use Archangel's Hall including the Kitchen facilities without charge:

- Parish Ministries
- Funeral Fellowship
- Archdiocesan/Chancery Ministries or Groups
- Retreats sanctioned by the Church
- Parish Social Groups – K.C.'s, etc.
- Youth groups sponsored by the Church of St Michael – Boy Scouts/Girl Scouts, etc.
- The School of St Michael related events
- Special Events in support of the mission of the Church of St. Michael, with approval of the Pastor

Archangels Hall Rental Only (or) Kitchen Rental Only

Events using the Hall only (or) the Kitchen facilities only:

- Sunday through Thursday - \$50/per Hr. / 2 Hr. Min
- Friday and Saturday - \$75./per Hr. / 2 Hr. Min.

Archangels Hall (and) Kitchen Rental

Events using the Hall and kitchen facilities:

- Sunday through Thursday - \$75/per Hr. / 2 Hr. Min
- Friday and Saturday Evening - \$100./per Hr. / 2 Hr. Min.

Rental Deposit

A \$100.00 deposit is due with signed rental agreement. The balance is due thirty days prior to the event date.

Damage, Repair, or Replacement Costs

The renter is responsible for 100% of any replacement, or repair cost including labor for any damage that occurs to the facility or equipment during the set-up, event time and tear down after the event.

In the event of damage to the facility or equipment by the Renter, guests, or agents/subcontractors of the Renter, the Renter will be obligated to reimburse the Church of St Michael within two weeks of the event date, for the amount of damage or loss including materials and associated labor costs. In the event legal action must be taken against the Renter to recover the cost of repair or replacement, including materials and labor, the Renter will be responsible for payment of all fees, costs, and expenses related to such actions.

Approval:

Father Thomas Sieg
Pastor, Church of St Michael

Date

James DeGross
Parish Director

Date