

## St. Michael Catholic Church- Biloxi, MS Family Life Center Policy & Guidelines



**Mission:** *The Family Life Center is part of the faith-based diversified community of St. Michael Roman Catholic Church. Activities held here are spiritual, educational, social, and recreational. All are centered in our God, and are for God's glory and honor. We exist for the good, joy, safety and honor of everyone.*

**Vision:** *We seek to enable the experiences of life. Groups gather here to pray, educate, recreate, and socialize by agreeing to regulations and boundaries set in a contractual statement for the joy, health and safety of those gathered.*

**\*PLEASE NOTE:** *"Owner" is St. Michael Church/ "User" is person(s) making reservation  
FLC = Family Life Center*

***Requests for reservation of the FLC will be considered on the basis of eligibility as outlined in our mission/vision, and the following guidelines. All parish events and Mass take precedence over other events and reservation requests. All Users must sign a User's Agreement & pay deposits and fees as indicated herein.***

**The St. Michael Family Life Center is not available for:**

1. Fundraisers of organizations outside the parish.
2. Wedding ceremonies.
3. More than one wedding reception or major event per day. (absent written agreement of St. Michael Church and all requesting users.)
4. Private profit-making groups.
5. According to Diocesan directives dated June 2003, events in support or opposition to any candidate for public office are prohibited.
6. Any activity that conflicts with the Diocese of Biloxi "Policy on the Use of Alcohol."

**CAPACITY** Persons listed are approximate. Total persons are dictated by User's need for space for items such as dancing, display, number of persons, and arrangement of tables, etc.  
*Stand up, Mix Round Table - Cocktail-Bufferet style- 150*  
*Sit down, Banquet style -120*  
*Sit down, lecture style-200*

## **SPECIAL EVENTS INSURANCE & INDEMNITY INSURANCE**

An Indemnity Agreement and Certificate of Insurance is required. User must provide indemnity agreement and special events insurance coverage. Liability insurance is secured through the Diocese of Biloxi by owner for all events. The cost is \$100 to the renter for coverage of \$1,000,000. Application for insurance and indemnity agreement are attached to this form, and made a part of this agreement.

## **ALCOHOL POLICY**

1. This policy is in addition to applicable state and federal laws. Alcoholic beverages may be served, but **NO** alcoholic beverages may be sold.
2. User agrees to comply with all state, county, and city regulations regarding the use and distribution of alcoholic beverages (liquor, wine, beer, and any other concoctions containing liquor, wine or beer when these have an intoxicating effect.) The "Policy on Use of Alcohol" of the Diocese of Biloxi is attached to this agreement, and made a part hereof.
3. User agrees that there will be no abuse of alcoholic beverages on church property. **Under NO circumstances may anyone under the age of 21 be permitted to consume or serve alcoholic beverages, even with the permission of parents or guardians.**
4. Alcoholic beverages are to be served/distributed by individual servings. **NO GLASS** containers of any sort. If alcoholic beverages are to be served, the serving table(s) will be setup at a location agreed to by the Owner. User and guests **ARE NOT** allowed to consume alcohol outside the FLC property or the parking and grotto areas.
5. Alcoholic beverages must be served only by Owner's approved bartenders User must pay fees to use our preferred bartender if serving alcohol. The fee is \$25 per hour. The bartender will be charged with serving and monitoring the use of alcohol, and will not serve to anyone who is inebriated. The police will be notified in all situations of disturbance. However, the User is still responsible for assisting with monitoring guests' use of alcohol and behavior. There is to be a plan in place in the event that anyone appears to need transportation as a result of the consumption of alcohol. User must designate a contact person in the event of any disturbances before, during, and after the event.
6. **There is absolutely NO alcohol allowed outside of the building, and the carrying of alcoholic beverages into the parking or grottos area is prohibited.**
7. **Because of the difficulties in assuring that persons do not become intoxicated, and those under 21 do not consume alcohol, BYOB (Bring Your Own Bottle) functions are not permitted.**

**SMOKING POLICY** The Family Life Center is “Tobacco Free.” There must be NO SMOKING inside of the building, (this includes E cigarettes) near the entrances, nor near the handicapped ramps or steps. Smoking is only allowed in the parking lot area. For those who must smoke, sand-pots have been placed outside of the building. User and User’s guests are prohibited from placing tobacco or tobacco products on the lawn, garden, or grotto areas.

In addition, with the exception of alcohol (according to guidelines), any use of mind-altering or illegal drugs is prohibited. If detected, persons doing such will be reported to the police department and removed from the premises.

**SECURITY** There will be one security guard per every 100 guests/persons attending the event. User must pay fees and provide proof of the hiring of security guards within 90 days of event. User must secure the hire of all security guards from the City of Biloxi Police Department. They can be contacted at 228-435-6154. User must designate a contact person in the event of any disturbances before, during, and after the event.

The FLC Director, who will be on site, will have emergency situation knowledge, such as location of fire extinguishers, safety book, water shut-off valve.

### **MINORS**

User will be responsible for the control, actions, and movements of all minors. Minors are not permitted in the kitchen area. Minors are not allowed to congregate or play in the outside garden, grotto or parking areas. Minors are considered to be those under the age of 18.

### **PETS**

No pets of any kind are allowed in the building or on the grounds, with the exception of service or guide dogs.

### **Heating & Cooling**

Owner will pre-set thermostat for proper heating & cooling temperatures. **The User MAY NOT adjust the temperature setting.**

### **KITCHEN**

1. Cooking in the kitchen is not permitted by User or Caterer under any circumstances. User and/or caterer MAY NOT use the deep fryers under any circumstances.
2. User/Caterer may use warmers and refrigerator solely for the purpose of heating/warming, preserving, cooling and organizing food ONLY. There is no extra charge for this usage.
3. User/Caterer agrees to clean the kitchen thoroughly and return it to its condition prior to the event. Cleaning of the kitchen includes, but is not limited to, wiping out the sinks and drying them, complete cleaning of counter areas, floors, doors and walls. User and/or caterer must

also broom sweep the floor. This is to be done within the allotted timeframe. If not cleaned thoroughly, the Damage Fee will be forfeited.

4. All garbage MUST be removed; garbage must be placed in the dumpster. All caterers (or User) must bring heavy-duty trash bags for cleanup. We require that all cans be double-bagged in order to keep spills to a minimum.
5. No pots, pans or utensils are available in the kitchen area for the use or preparation of the event. An inventory of items in the kitchen is maintained by the Owner. Caterer must bring all items needed.
6. Guests are NOT permitted to congregate in the kitchen or serving line area.
7. Minors are not permitted in the kitchen area for safety reasons. (Persons under 18)
8. Food items may be placed in the refrigerator/freezer for the scheduled event, but must be removed by User when the premises are vacated at the end of the event. Any food to be discarded must be placed in the dumpster. Owner will not be responsible for any items left in the kitchen or any other part of the building. All alcohol and food will stop 30 minutes prior to event end time. All personal property and rental items must be removed within an hour of the conclusion of the event.
9. User is responsible for turning off warmers and other appliances used, as well as the removal of food from the kitchen and warmers.

## **CATERING**

1. Preferred Caterers are: Wendy Fayard 228-861-3755, and Sonja Jackson 228-769-7455. If you select a caterer that is not listed, it is your responsibility to advise your caterer in advance to sign a Caterer's Agreement for the event. These documents must be submitted to the Owner within 30 days of signing the contract of the FLC building.
2. The kitchen area is available to the caterer only for heating, preserving, cooling or generally organizing the food for serving and the cleaning of utensils, etc. A refrigerator and microwave oven are provided for catering use during your function. If additional space is needed, your caterer must bring their own coolers and ice to keep food cold and/or fresh. Deep fryers may NOT be used inside or outside the building.
3. Ice machine may be used for the event. Plates, cups, dishes, cutlery, silverware, glasses, chaffing dishes, napkins, pots, pans, plastic wrap, aluminum foil and any disposables must also be provided by you or your caterer.
4. Caterers are required to bus/clean tables during and after the function. This also includes all surfaces located throughout the building where guests customarily leave plates, cups, napkins, etc. Liquids may not be disposed of in garbage cans. Liquids should be contained within a large bucket, and then disposed of in the kitchen sink.

## **DECORATING**

User agrees to adhere to the following guidelines in the use of decorations within the St. Michael Family Life Center and its grounds. User agrees to take special care not to damage or mar any walls, floors, windows, tables, chairs, or other surfaces.

1. Decorating is to be done with fire-proof or fire-retardant materials.
2. All decorating must meet fire codes.
3. No open flames are allowed. Candles must be contained in full glass enclosures which must be a fire-proof holder or globe with a solid base. Flames can be no higher than 2/3 below the height of the container.
4. No items whatsoever- nails, tacks, tape, or other materials that might deface the surface- are to be used on the walls, doors, beams, windows, tables, chairs, floors or other surfaces.
5. No decorations may be used which may stain the tables, chairs, floors or other surfaces.
6. No decorations may be placed on glass windows.
7. Loose glitter, live flower petals, rice or birdseed is NOT allowed. Chocolate candies, confetti, glitter and sand are also prohibited as table decorations.
8. Bubbles and “environmentally friendly” wedding throws are acceptable outside of the FLC ONLY.
9. Balloons that may rise to the ceiling are prohibited. No helium allowed.
10. No fireworks, including sparklers, are permitted anywhere on the property (inside or outside).
11. No decorations are allowed in the garden or grotto areas.
12. Any seasonal decorations (e.g. Christmas trees, etc.) placed inside the FLC by Owner will remain in place.
13. **No decorating of a car is permitted on church property.**

## **TABLES and CHAIRS**

1. Included with the rental fee is the use of Owner’s tables and chairs- the quantity is limited to what the Owner has on hand. Owner’s representatives will setup the tables & chairs using the best configuration for the number of guests expected. Consideration will be given to the preferences of the User, if possible.
2. Under NO circumstances are tables, chairs, or other items to be dragged across the floor. The floor is to be protected at all times.
3. Tables and chairs are NOT to be used outdoors. No tables or chairs are to be taken out of the building.
4. The Owner does not furnish any table linens or tablecloths.
5. The Owner is not responsible for rental items or any personal items of the User. User must make arrangements to receive rental items and for the return of rental items in accordance

with the policies of the rental company.  
6. Any damage to tables and chairs will be treated in the same way as damages to the FLC.

### **NOTES:**

*Funeral meals are considered parish events; however, this type of event may only have the use of the kitchen to warm food, keep food cool, or organize food- no cooking of food will be allowed.*

### **Damages to Facility**

The User acknowledges that the premises are in good order and repair. The User agrees to accept responsibility for all damages occurring during the term of the use of the facility, without exception. Unless actively caused by the negligence or willful act or failure to act of St. Michael Church and Parish or its agents or employees, the User waives all claims against St. Michael Church and Parish, and its Family Life Center, its agents or employees for all damages to the property of the User resulting from the building or its equipment being out of repair, from theft in or about the building or from any personal injury suffered by the User or anyone coming onto the premises during the period of use.

Following the scheduled event, the FLC Coordinator will inspect the building and property to assess and ascertain, in his/her sole discretion, whether any damage to the FLC and its property was caused by or during the event, excluding any normal wear and tear. If the FLC Coordinator determines that no damage was caused by or during the scheduled event other than normal wear and tear, the damage deposit, in full, will be returned to the User within 10 days of the event.

If the FLC Coordinator determines in his/her sole discretion that there is damage as a result of the event, the damage deposit will be returned after deducting any reasonable costs of repair from the fee. But if the damage is greater than the Damage Fee that was paid, the User will forfeit the refund of the Damage Fee AND shall be liable and responsible for the difference between the reasonable costs of repair and the amount of the Damage Deposit Fee. Any additional amount shall be due and payable within (14) fourteen days of date of notification of completed repairs and the costs thereof.

### **Hold Harmless**

User agrees to hold St. Michael Catholic Church, its Family Life Center, the Diocese of Biloxi, as well as any of its agents and employees, harmless from any claim asserted as a consequence or incidental to the User's use of the facility or arising during the period of User's use of the facility which is not expressly covered under the existing insurance coverage available to St. Michael Catholic Church, its Family Life Center, and/or the Diocese of Biloxi.

### **Rules and Regulations**

1. User agrees to adhere to all regulations regarding liability and liquor/alcohol use in force and

effect by the Diocese of Biloxi and all local, state and federal regulations, and all requirements and guidelines adopted by the Owner.

2. Owner reserves the right to change the rules and regulations from time to time for the protection of both parties, and the safety of the property and those gathered. If changes are made, User will be notified promptly.

### **Assignment of Rights**

The User shall not have the right to assign the privilege to use the premises.

### **Additional Rights of Owner**

St. Michael Catholic Church, its parish and Family Life Center shall have the following additional rights:

1. To cancel any unused portion of the use term for any inappropriate use as determined is the sole discretion of the pastor and/or FLC Director.
2. To assert claims against the User for any and all violations against this agreement.
3. To assert claims against the User to acquire the benefit of any right created under this agreement.
4. Require the User to better particularize its intended or ongoing use of the premises.

### **Expenses**

In the event it is necessary for the Owner to assert its rights under this Agreement, any expenses incurred, including a reasonable attorney's fee, shall become the financial responsibility of the User and shall be deemed payable upon demand.

### **Savings Clause**

If any provision of this Agreement is invalid or unenforceable, the remainder of the Agreement will not be affected, but will remain valid and enforceable to the fullest extent permitted by law.

## **GROUPS and FEES**

*\*\*Note: There is no distinction between parishioner vs. non-parishioner. All maximum allotted times include setup, event time, and cleanup. Cleaning Fees are included with Rental Fees.*

### **Rental Fees**

**Wedding Receptions** \$800 (7 hrs. max per event) – only one event per day

**Anniversary/Rehearsal Gathering-** \$500 (4 hrs. max per event)

**Training/Meetings-** \$100 per hour – examples include lawyers, casino workers, business orientations, teachers, civil, or social organizations

**Birthday Parties/Showers/Sacramental Reception-** \$250 (3 hrs. max, NO ALCOHOL)

**School Retreats-** \$50 per hour (4-6 hrs. max per event)

**SPECIAL EVENTS AND INDEMNITY INSURANCE** - \$100. All renters pay this.

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**Reservation Fee -\$150.00** (due at time of reservation-non-refundable)

The Reservation Fee will be applied toward the rental fee balance.

**Rental Fee** – see guide listed in section above (this includes a cleaning fee)

**Damage Fee-** \$500 (refundable if no damage is determined after the event)

***\*\*Must be PAID in FULL within 90 days of the reservation in order for the reservation to remain intact. (cash, check or money order)***

### **Additional Fees:**

Indemnity Insurance

Bartender

Security

The terms, provisions, and rules hereinabove and contained in all exhibits and attachments hereto are expressly accepted by the undersigned User on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

User's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

If User is a corporate entity, the undersigned person(s) individually and personally guarantee all terms and provisions of this agreement.

Name of corporate entity \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Agreed and accepted by Owner, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**St. Michael Catholic Church**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Use \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Please initial each section to designate that you have read, understand, and agree to this contract. Today's date \_\_\_\_\_**

\_\_\_\_\_ **Capacity**

\_\_\_\_\_ **Special Events Insurance & Indemnity Insurance**

\_\_\_\_\_ **Alcohol Policy**

\_\_\_\_\_ **Smoking Policy**

\_\_\_\_\_ **Security**

\_\_\_\_\_ **Minors**

\_\_\_\_\_ **Pets**

\_\_\_\_\_ **Kitchen**

\_\_\_\_\_ **Catering**

\_\_\_\_\_ **Decorating**

\_\_\_\_\_ **Tables & Chairs**

\_\_\_\_\_ **Entertainment**

\_\_\_\_\_ **Parking**

\_\_\_\_\_ **Damages to Facility**

\_\_\_\_\_ **Expenses**

\_\_\_\_\_ **Hold Harmless**

\_\_\_\_\_ **Rules and Regulations**

\_\_\_\_\_ **Savings Clause**

\_\_\_\_\_ **Assignment of Rights**

\_\_\_\_\_ **Additional Rights of Owner**

\_\_\_\_\_ **Group Fees**