

**Our Lady of the Lake Church**  
**2385 Commerce Blvd.**  
**Mound, MN 55364 #952-472-1284**

**Facility and Equipment Usage Policies:**

**Application Procedures**

All groups and individuals that want to use Our Lady of the Lake facilities must submit their *written* requests on the OLL Scheduling Request Form to Charlotte Nee in the Parish Office. You may pick up the proper scheduling request form from the Parish Office, or retrieve the form on-line at [www.ourladyofthelake.com](http://www.ourladyofthelake.com). Charlotte Nee can be reached at 952.472.1284 ext. 163, or you may e-mail her at [cnee@ourladyofthelake.com](mailto:cnee@ourladyofthelake.com).

**Facility Usage Policies:**

**Accidents**

All accidents occurring while using OLL facilities must be reported to the Parish Administrator and the Maintenance Director. All users are responsible for providing their own first aid supplies.

**Clean-Up**

Each group is responsible for leaving the area in the same condition it was found. Cleaning supplies (vacuum, cleaners) can be found in the Fireside Room closet. If you have any food items or perishables left over from your activity, please take them home or dispose of them in the dumpster.

**Decorations**

Decorations may not be attached to the wallpaper. All decorations must be completely removed immediately following the event. There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

**Emergency Scheduling Conflicts**

OLL reserves the right to preempt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

**Food and Drink**

There is no food or drink allowed in the Church Worship area or Choir area. The only exception in the choir area is water bottles for musicians. Also, please remember that red juice beverages of any kind should NOT be served in the PACE Center. The red coloring permanently stains the carpet.

**Liability**

The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold the Our Lady of the Lake Church harmless from any expense or costs in connection with the use of our facilities. Non-parish organizations and individuals wishing to use our facilities will need to contact an independent insurance agent to obtain insurance coverage for their event. A certificate of insurance for a minimum of one million (\$1,000,000) dollars must be provided to the Church fifteen (15) days prior to the event with Our Lady of the Lake Church named as an additional insured party for the specific event.\*

*\*Special Event Coverage may be purchased through the Archdiocese of St. Paul and Minneapolis (subject to approval) at a cost of \$110 per event.*

## **Organ, Piano, Sound System, and Video Equipment Use**

Permission to use the organ or piano must be granted by the Director of Music at OLL Church. If permission is granted, and the user wishes to have the instrument tuned, it will be done at the user's expense by a tuner approved by the Director of Music. Pianos cannot be moved except by permission from the Director of Music. If that permission is granted, the assistance of a professional mover may be required. If so, the requesting group must pay for the moving to and from, and for the tuning of the piano after it has been moved.

The sound system in the church may not be used unless permission is granted by the Director of Music. If permission is granted, the system must be operated by an OLL sound technician (at a cost of \$75 per event) or by technicians pre-approved by the Director of Music. Group-provided sound, recording, or video equipment may not be attached to our sound system through cables or connectors without prior approval of the Director of Music.

If you are using the audio/visual equipment in the Presentation of Mary Room (large meeting room), the person operating the equipment must be trained and agrees to the terms of usage.

## **Parking**

Parking in the church parking lot is available only during the period of time that the group has contracted to use the facility. Any damage to vehicles is at the owner's expense. OLL is not responsible for theft or damage to personal property.

## **Reservation Hours**

Use of facilities is limited from 7 AM to 10 PM, unless otherwise approved by the Facility Use Coordinator.

## **Security**

OLL Church is not responsible for theft or damage to personal property. All users are responsible for their personal property and valuables. Please do not leave anything unattended.

## **Smoking Policy**

There is no smoking allowed in any parts of the building, including corridors, restrooms and grounds.

## **Supervision**

All groups are required to provide adequate adult supervision. The adult supervisors are required to remain with the group at all times and are responsible for the group's conduct and compliance with all of Our Lady of the Lake rules.

## **Group access to OLL facilities is prioritized in the following four (4) user group order:**

- ❑ **Parish Programs:** Any event that is planned and scheduled as part of the Parish's Liturgical Life, Pastoral Ministry program, Faith Formation program and OLL School Programs. **No fee or charges apply to this User group.**
  
- ❑ **Parish Organizations:** Any group of parish members who meet regularly and whose work is within the boundaries of our Parish Mission Statement and, as such, help build community in the parish. **No fee or charges apply to this User group.**

- **Parishioners:** Any registered parishioner of OLL.

**Rental Fees:** (\*Ask for handbook with specific information for Wedding Rentals.)

<u>FACILITY</u>	<u>COST FOR UP TO 8 HOURS OF USAGE</u>
PACE Dining Room/Kitchen	\$225.00
Gymnasium	\$100.00
Fireside Room	\$25.00 per hour
Refundable Security Deposit	\$500.00

**Please note that the School Cafeteria is no longer available for outside rental.**

-Use of the facilities on a weekend, and/or after staff hours, will be charged an additional fee for the OLL Building Supervision Staff that we will need to supply. You will be charged a rate of \$50 for the first hour, and \$25 for each additional hour.

**Parishioners are responsible for all set up and clean up of their event. All fees are payable two (2) weeks prior to the event and are non-refundable if cancellation occurs within 48 hours of the event.**

- **Non-Parish, Non-Profit Organizations:** Local non-profit, Westonka-area community and service groups (such as Boy Scouts, Girl Scouts, 4-H, WeCan, etc.)

**Requirements for Non-Parish, Non-Profit Organizations**

-An Annual Registration Permit Fee of \$25 is required. This Registration Fee will give the group permission to host regularly scheduled activities in OLL Facilities for the coming fiscal year (July through June). Once this application paperwork and fee have been received, processed and approved, the applicant group will receive a copy of their Annual Registration Permit, allowing this non-parish, non-profit group to schedule their activities.

-A Preservation Fee per meeting or per special event will be charged as follows:

<u>Classroom</u>	-0-
<u>Large Mtg. Room in PACE Center</u>	\$50.
<u>Fireside Room in PACE Center</u>	\$25.

**Please note that the School Cafeteria is no longer available for rental.**

-Use of the facilities on a weekend, and/or after staff hours, will result in an additional fee for the Building Supervision staff that we will need to hire, at a rate of \$50 for the first hour, and \$25 for each additional hour.

**-Non-Parish, Non-Profit Organization** groups are responsible for all set up and clean up of their event. All fees are payable two (2) weeks prior to the event and are non-refundable if cancellation occurs within 48 hours of the event.

-An annual security deposit of \$500 will be required for all organizations that host events (not meetings). This security deposit can be carried over from year to year.

***These minimal charges will cover normal maintenance and wear & tear on our facilities, which will ensure the opportunity for usage of our facilities in the years to come.***