

FOR OFFICE USE ONLY

Date Received: _____ By _____ Db: _____ By _____ Scanned: _____ By _____

St. Mary Help of Christians Church

ParishOfficeStMaryAiken@charlestondiocese.org

Facility Requested: **Please indicate the room set-up and any special equipment you will need for this event (special equipment is available for parish/school events only) on a separate sheet of paper.**

- | | | |
|-------------------------------|------------------------------|--|
| _____ Smith Hall/Upstairs | _____ Church/Narthex | _____ Mother Teresa Hall |
| _____ Smith Hall/Downstairs | _____ Church/Courtyard | _____ Mother Teresa Conference Rm |
| _____ St. Angela Hall/Gym | _____ Old St. Mary's/Nave | _____ Guadalupe Garden |
| _____ St. Angela Hall/Kitchen | _____ Old St. Mary's/Narthex | _____ St. Michael Hall |
| _____ School Room _____ | _____ Old St. Mary's/Courtyd | _____ Waters Conf. Rm (St. Michael Conf Rm) |
| _____ Church/Nave | _____ St. Claire Chapel | _____ St. Michael Hall/Portico |
| _____ Other | _____ Sacred Heart Center | |

Date of Application: _____ Date of Event: _____

Start Time of Event: _____ End Time of Event: _____

Organization, Committee, Group Name: _____

Type of Event: _____

Number of people attending: _____

*Do you need staff member to unlock and lock the building for your event? YES or NO

SAH Kitchen needed: _____ Yes _____ No

Date: _____ Time: _____ for kitchen use.

Alcohol served? ___Yes___ No (A responsible bartender is required to serve alcohol)

A permit for alcohol is required by the SC Dept. of Revenue for any sale of alcohol.

- ❖ Who is serving the alcohol (professionals, family, friends, etc.)? _____
- ❖ What experience do they have and if a professional, do they have their own liquor liability coverage?

- ❖ Type of alcohol being served, beer, wine, spirits/liquor? _____
- ❖ How is it being provided? Bar? Self-serve cooler? _____

Day of Event:

Time you need building opened for set-up: _____ Time Building Cleaned, Closed and Locked: _____

**NO PARKING IN ANY SPACE MARKED FOR HANDICAPPED PARKING
Vehicles parked in these spaces will be towed**

Facility Rental for Private Events: One-half (1/2) of the rental fee is due at the time the reservation is submitted. The balance is due a minimum of forty-five (45) days prior to the event. A **\$1,000.00 clean-up deposit** is due a minimum of forty-five (45) days prior to the event. The clean-up deposit will be refunded if the facility, upon inspection after the event, is found to be in the same condition as it was at the start of the event. Private events must provide proof of **liability insurance** or purchase insurance through the Diocese of Charleston. (Current cost: \$120, subject to change)

Please make ALL checks payable to St. Mary Help of Christian

Rental fees for St. Angela Hall and other St. Mary facilities are available on request.

NOTICE: EFFECTIVE MAY 1, 2024 – PLEASE BE ADVISED THAT IF THE FIRE ALARM IS SET-OFF, FOR A NON-EMERGENCY, WHILE THE FACILITY IS IN USE FOR YOUR EVENT, THE DEPOSIT OF \$1,000.00 WILL BE FORFEITED IN FULL.

AVISO: A PARTIR DEL 1 DE MAYO DE 2024 - TENGA EN CUENTA QUE SI LA ALARMA CONTRA INCENDIOS SE ACTIVA, PARA UN CASO QUE NO SEA DE EMERGENCIA, MIENTRAS LA INSTALACIÓN ESTÁ EN USO PARA SU EVENTO, EL DEPÓSITO DE \$1,000.00 SE PERDERÁ EN SU TOTALIDAD.

Person assuming responsibility pursuant to policies: (Please print)

Name: _____ Mobile Phone: _____

Home Address: _____

Email: _____ Home Phone: _____

Secondary responsible person:

Name: _____ Mobile Phone: _____

Home Address: _____

Email: _____ Home Phone: _____

Signature of Person assuming responsibility

Date

Set-Up for All Events: Building space will be available at your requested time only. Please be aware our staff does not offer catering services and have other duties to attend on campus. Parish Staff will set up and take down tables and chairs. **Note:** For safety reasons all visitors must leave at the time stated on this form so staff may prepare for next event.

Tables and chairs: St Angela Hall has 28 round tables and 10 large 8-ft. tables, each seating 10 people. We have 400 chairs, 4 high chairs and 7 small 5 ft. round tables. Additional tables may be brought in with advance notice. **Please see the current Covid restrictions on home page of the parish website – www.stmarys-aiken.org**

Church Ministry Sponsored Event Set-Up Staff Will: Set-up tables and chairs according to attached diagram. Staff can be available to direct and assist your volunteers during the event when requested. Staff will set up coffee & drink dispensers. Provide dishes, glassware & utensils and electronic equipment when requested for liturgical parish sponsored events only or with prior approval by Director of Administration.

Church Ministry Sponsored Event Break-Down Staff Will: Sweep & mop kitchen floor, mats, gym floor, clean bathrooms, remove tables & chairs. Remove linens and have cleaned or recycled. Staff will lock all doors and turn off lights on request.

Church Ministry Sponsored Event your group is responsible for: Set up and take down of decorations, food, beverages & supplies (paper plates, utensils, napkins, cups, plastic tablecloths or linens etc...) All trash must be bagged and placed in the dumpster out by the curb, clean all pots/pans, trays, utensils, dishes, glassware, counters and sinks. Place used towels in the baskets provided. Staff can be available to direct and assist your volunteers during the event when requested. You are required to remove all leftover food and personal supplies including decorations directly after the event ends. ***Please bring containers, plastic wrap and/or re-sealable bags for leftover food items.***

Non- Church Ministry Event Set-Up Staff Will: Set-up tables and chairs according to attached diagram. Staff can be available to direct and assist your volunteers during the event when requested. Staff will set up coffee & drink dispensers.

Non- Church Ministry Event Break- Down Staff Will: Sweep & mop kitchen floor, mats, gym floor, clean bathrooms, remove tables & chairs. Staff will also lock all doors, turn off lights on request.

Non- Church Ministry Event your group is responsible for: Attend kitchen use training. Supply, place and remove table covers. Set up and take down of decorations, food, beverages & supplies (paper plates, napkins, cups, plastic table cloths or linens etc...). All trash must be bagged and placed in the dumpster out by the curb. Clean all pots/pans, trays, dishes, utensils, coffee makers, counters and sinks. Place used towels in the baskets provided. You are required to remove all leftover food and personal supplies including decorations directly after the event ends. ***Please bring containers, plastic wrap and/or re-sealable bags for leftover food items.***

Staff members are not responsible for catering, bussing tables, cleaning dishes or taking out trash.

Liturgical Parish Sponsored Event only: (circle)
(or events approved by Director of Administration)

Microphones (SAH)

LCD Projector

Large screen (SAH)

Portable screen

iPod connector to SAH sound system

DVD Player

Laptop Computer

Salt & Pepper

Cold Drink Dispensers

Ice

Coffee (Reg/Decaf), Tea, Lemonade, Water

China

Cutlery

Glassware

Buffet Servers

Large Serving Platters

Punch Bowls

Tea Tureens

Large Coffee Pots

Coffee Cups & Saucers

Linens

Disposable Table Covers

Napkins

As a representative of the above named group, I have read the policies for use of St. Mary's facilities and agree to the requirements therein. I will assume responsibility for compliance. Our group is aware that St. Mary's assumes no liability for injuries received during this event. Each person participates at his/her own risk.

Signature of person assuming responsibility_____

Address:_____

If this is a school-sponsored event, you must have the principal's signature before submitting.

Principal's signature:_____ Date:_____