



Church Address: 404 East Vine Street
Liberty, Indiana 47353
Parish Office: 232 W. 9th St.
Connersville, IN 47331
765-825-8578

FACILITIES USE POLICY

UPDATED 02/12/20

St. Bridget's is pleased to make available for use many of our facilities. However, we do require that any parishioner, person, or organization abide by parish policies. This policy helps to create a safe, clean and working environment for all of the various activities for which our facilities are used.

1. The Lease/Rent Request must be completed and submitted with payment of both the rental and deposit at least 30 days prior to the event.
2. The event must abide by all civil law. In other words, nothing illegal may take place during the event.
3. The event must be in accord with Catholic morality. In other words, nothing about the event may contradict anything within Catholic beliefs and practices.
4. There is no smoking inside any facilities or within 8 feet of entryways. All cigarettes butts must be safely disposed of with the renter at the end of their event.
5. Renter agrees to be financially responsible for any damage caused to property during the event – even if damages exceed the amount of the damage deposit.
6. Proof of insurance must be provided by the day of your event. You will need to work with your insurance company to provide proof of insurance coverage showing St. Bridget's Catholic Church as an additional insured for \$1,000,000.00. ***many local insurance companies have done this with no cost to you.*
7. If the renter needs a key to the building, only one key will be given.
8. If alcohol is being served, you must obtain insurance through the Archdiocese of Indianapolis by visiting <https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx>
9. Renter will have use of all tables and chairs
10. No decorations are to be affixed to the walls with permanent fasteners.
11. On the day of your event, the renter is responsible for:
 - That all used spaces are clean and usable for the next event
 - That countertops and tables are wiped down and cleaned
 - The kitchen and bathrooms are clean and in working order
 - Floors are swept/vacuumed
 - All trash is taken with you
 - Ensure that all lights are turned off when departing
 - Leave key next to kitchen sink for Sue Wooley to pick-up
12. Your damage deposit will be returned upon inspection of the building. Refunds are usually mailed within 2 weeks of your event.

Thank you for renting the St. Anthony Center for your event. We hope you enjoy using our building.

Any questions, please contact Terrie Fronckowiak at stsgandb.frontdesk@gmail.com or call 765-825-8578 during Parish Office Hours: Mondays 9a-Noon, or Tuesdays-Fridays 9am-Noon, 1pm-4pm

RENTAL COSTS

*Any costs associated with obtaining event insurance is the responsibility of the renter and is not included in the prices below.
All rentals include five hours of use. It is \$25.00 for each additional hour*

Registered Parishioners of St. Bridget:

This category only includes the heads of households who are registered members of St. Bridget Parish. Anyone else is included in the categories below.

Rental Fee: \$75.00
Security Deposit: \$75.00

Non-Parishioner/Outside Organization:

Rental Fee: \$125.00
Security Deposit: \$125.00

For-Profit Organization/Fundraising Event that benefits a 501c3 organization:

A registered parishioner who is renting on behalf of such an organization or for a fundraising event would fall into this category.

Rental Fee: \$275.00
Security Deposit: \$150.00