



232 West 9th Street, Connersville, IN 47331
Phone: 765-825-8578

FACILITIES USE POLICY

UPDATED 4/29/25

St. Gabriel Catholic School is pleased to make many of our facilities available for use. However, we do require that any parishioner, person, or organization abide by parish and school policies. These policies help to create a safe, clean, and working environment for all the various activities for which our facilities are used.

1. **The Lease/Rent Request must be completed and submitted with proof of insurance and payment of both the rental and deposit fees at least 10 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. If the event is athletic in nature (sports league, athletic club, etc.), all participants must sign and submit an athletic waiver to the parish office prior to the event.
5. There is no smoking inside any facilities or within 8 feet of entryways. All cigarette butts must be safely disposed of with the renter at the end of the event.
6. Renter agrees to be financially responsible for any damage caused to the property during the event, even if damages exceed the amount of the damage deposit.
7. Proof of insurance must be provided at least 10 days prior to your event. You will need to work with your insurance company to provide proof of insurance coverage showing St. Gabriel Catholic Church as an additional insured for \$1,000,000.00. If your homeowner's insurance company does not offer this product, you can obtain a policy through Tulip. The URL is below in #9.
8. If the renter needs a key to the building, only one key will be given.
9. If alcohol is being served, you must obtain insurance through the Archdiocese of Indianapolis by visiting <https://www.kandkinsurance.com/programs/event-insurance/catholic-diocese-tulip-insurance#overview>

10. Renter will have use of all tables and chairs.

11. No decorations are to be affixed to the walls with permanent fasteners.

12. On the day of the event, the renter is responsible for the following:

- All used spaces are clean and able to be used for the next event
- Countertops and tables are wiped down and cleaned
- The kitchen and bathrooms are clean and in working order
- Floors are swept/vacuumed
- Floors are mopped if needed
- All trash is taken with you
- Trash bags are replaced in trash cans
- All lights are turned off when departing
- Leave the key in the drop box or return the key to Michelle Struewing

13. Your damage deposit will be returned upon inspection of the building/facility. Refunds are usually mailed within two weeks of your event.

Thank you for renting the facilities of St. Gabriel Catholic School. We hope you enjoy using our building.

If you have any questions, please contact Leia Harrison at secretary@stgabrielconnersville.org or call 765-825-8578 during parish office hours.

Parish Office Hours: Mondays 9:00 am-Noon; Tuesdays-Fridays 9:00 am-Noon, 1:00-4:00pm

ST. GABRIEL SCHOOL FACILITIES RENTAL CLEANING CHECKLIST

Please complete the St. Gabriel School Facilities Rental Checklist prior to leaving the facility after your event:

1. **Tables/Chairs:** Wipe down used tables. If tables and chairs were already set up, please arrange them back to how you found them.
2. **Bathrooms:** Bathrooms should be clean and in working order.
3. **Kitchen:**
 - The kitchen should be clean and in working order
 - Make sure the stove/warmer are turned off when you are finished using them
 - Check the white refrigerator for items you brought
 - Wipe down countertops
 - Clean up all food/liquid spills. Cleaning supplies are located in the area by the gym doors
 - Place wet/used dish towels and dish cloths in the laundry basket under the sink
 - Remove any food scraps from the sink and put it in the trash can. Remember to take the trash out
4. **Floors:** Please sweep/dust mop the floors in all used spaces.
5. **Trash:** Take all trash to the dumpster. If you used the kitchen, take that trash out as well.
6. **Lights:** Turn off all the lights when you are finished. Please check the gym, hallway, both bathrooms, and the kitchen if you used it.