



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

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## FACILITIES USE POLICY

UPDATED 5/30/25

St. Bridget Catholic Church 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. Insurance, payment, and paperwork must all be turned in to the parish office at the same time, within 30 days of receiving approval to rent, so it can be processed together.**
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 within 30 days of receiving approval to rent. You will need to work with your insurance company to provide proof of insurance coverage showing St. Bridget 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 #8.
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:
  - Ensuring all spaces are clean and able to be used for the next event
  - Ensuring the kitchen and bathrooms are clean and in working order
  - Completing the **St. Anthony Center Rental Cleaning Checklist** found on the following page prior to leaving the facility
  - Leaving the key next to the kitchen sink for Sherry Wooley to pick up
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. Bridget Catholic Church. We hope you enjoy using our building.

If you have any questions, please contact Leia Harrison at [secretary@stgabrielconnersville.org](mailto: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. ANTHONY CENTER RENTAL CLEANING CHECKLIST

Please complete the St. Anthony Center Rental Checklist prior to leaving the facility after your event:

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