

St. Mark the Evangelist Parish

St Mary Worship Site: 15164 Juniper Dr., Marne, MI 49435
St Michael Worship Site: 17150 88th Ave., Coopersville MI 49404

ST MARK (ST MARY CAMPUS) PARISH HALL FACILITIES & EQUIPMENT RENTAL POLICY

I. ORGANIZATIONS & PERSONS ELIGIBLE TO USE OR RENT THE FACILITIES

- Parish Organizations: This includes all groups or organizations officially established by Saint Marys or affiliated organizations supported by parish ministries.
- St Mark Parishioners: Available to active, contributing members of Saint Mark Parish whom have been registered for more than one year. Permitted Events for Parishioner Rental include receptions for wedding, anniversaries, birthdays, similar celebrations or others with the approval of the Pastor. The parish charges a security deposit and a *reduced* rental fee. It also requires a liability waiver or liability insurance. Inquiries regarding the availability of parish facilities should be addressed to the Parish Office Administrative Assistant with the understanding that approval is subject to the review of the pastor.
- Other Events: St Mark Parish wishes to be supportive of the local community. As such, its facilities may be available for use by the community on an "as available" basis. The parish charges a security deposit and rental fee and requires a liability waiver or liability insurance. Inquiries regarding the availability of parish facilities should be addressed to the Parish Office Administrative Assistant with the understanding that approval is subject to the review of the pastor.

II. PERIODS AND HOURS OF USE:

- Weekday periods: Monday through Thursday 8:00AM to 8:00PM
 - Priority is given to faith formation, church organizations, funeral luncheons
- Weekend periods: Friday and Saturday
 - 8:00AM to 12:00AM Saturday.
 - Music/entertainment and bar are to close at 11:00PM. Guests to leave by 11:30PM allowing time for cleaning and vacating by 1:00AM.
 - Sunday: 12:00PM to 8:00PM.
 - Set-up and clean-up must take place during this time period.
- For weekend use: Make an appointment the week before the event with the parish office for cleaning and maintenance information (ex: where to empty trash, where cleaning supplies are, how to unlock and lock doors, etc.)

- Talk to the Parish Office before 12:00PM on Thursday for entry code/key to get into building
- No Rentals will be scheduled on Holidays and/or Holy Days.

III. SCHEDULING THE FACILITY

- Contact the Parish Office Administrative Assistant to check for date availability. If the date is available you should make an appointment to review the rental agreement and make the required deposit.
- Reservations for using any facility of the Parish are made with the Parish Secretary. Non parish sponsored events will not be scheduled more than 6 months prior to the event.
- Scheduling priority is based on Parish Worship, Faith Formation, and parish ministry needs. Scheduling will be coordinated by the Parish Office Administrative Assistant.
- A copy of the Rental Agreement will be provided to the renter.
- A reservation is confirmed when the signed and dated rental agreement form and security deposit are received.
- Final balance of the rental fee must be received by the Parish Office Administrative Assistant no later than two weeks prior to the scheduled event.
- A Special Events Insurance Policy through Michigan Catholic Conference is mandatory when a non-sponsored parish group (i.e. graduation party, wedding reception, etc.) is hosting a function. This special events policy is required for **each day** of the event. The parish office will provide the necessary paperwork for the insurance policy.

IV. ALCOHOL AND CATERERS

- If alcohol is being sold or any charge whatsoever, including entrance charge, is made to gain admission to an event where the selling, serving or furnishing of alcoholic beverages will take place, a special liquor license must be obtained through the Michigan Liquor Control Commission - Licensing and Enforcement Division or local police department. A copy must be on file at the Parish Office at least two weeks prior to the event.
- A certified bartender is required for certain events held at the parish hall. These events may include but are not limited to: wedding receptions, anniversary & graduation open-houses, birthday parties. **(Please consult the Parish Office for more information)** Bartenders are hired by the rental party and must be certified by the State of Michigan. A copy of the bartender's certificate and driver's license must be provided to the Parish Office 2 weeks prior to the event. In no instance should a bartender be allowed to drink alcoholic beverages.
- **NO** alcoholic beverages may be served/given to minors. Violations may result in immediate termination of the building use. Alcoholic beverages are permitted only if the bar is serviced by a bartender who is not a family member. **NO Alcoholic**

beverages are permitted outside of the facility rented. NO Alcoholic beverages are permitted in the parking/and or designated smoking areas. Guests are NOT allowed to B.Y.O.B. Failure to abide by these rules may result in shutting down your event!

- Drinks should be measured appropriately, ie: mixed drinks should not contain no more than 1 ½ ounces of distilled 80 proof spirits; wine limited to 5 oz. glasses, beer served in 12oz. containers.
- Caterers must comply with the requirements of the State Health Department.
- Make sure that there are plenty of non-alcoholic beverages available.
- Safe Transportation should be promoted by providing transportation alternatives to driving for the intoxicated individual.

V. SET-UP AND CLEAN-UP OF ALL PARISH FACILITIES

- Tables and chairs are set up by the rental party. **The rental party is responsible for returning the room to the condition in which it was found.** This includes bagging trash and placing in dumpster, wiping tables and chairs and cleanup of any spills or material on the floor.
- Clean up will be done immediately after the activity has finished.(see clean up rules complete clean up instructions)
- In some cases (*with proper approval*) set-up may take place ½ day prior to the event with no additional rental fee.
- Wedding Rehearsal Dinners being held at the parish hall during/after “set-up” will be required to purchase an additional Liability Insurance Policy for \$100.00. Renters **MUST** notify the Parish Office at least 2 weeks in advance if the hall will be used for a rehearsal dinner.

VI. RENTER RESPONSIBILITIES

- St. Mark is a tobacco free facility. Smoking is permitted outside the Parish Hall in a designated area. A container for discarded items should be used for your guests. Failure to do so may result in a forfeiture of some or all of the deposit.
- The rental party is to remain in the room rented. Rental of one room does not give rental party access to other areas of the parish. The restrooms are for common usage regardless of different activities that may be taking place at the same time. All requesting groups are responsible for leaving the restrooms in clean condition.
- The rental party is responsible for all clean up, including the kitchen (if used) and restrooms, equipment and trash removal. All beverage containers and bar supplies are to be removed from the building the day of the rental.(see clean up rules complete clean up instructions)
- Observe all safety and fire protection rules in the kitchen.
- Preventing and controlling any unruly or disruptive guests and the removal from the premises of any disruptive or unruly guests.

- Vacating rented rooms at the appointed hour or by 1:00AM.
- Music/entertainment and bar are to close at 11:00PM. Guests to leave by 11:30PM allowing time for cleaning and vacating by 1:00AM.
- No red beverages. No Jello/Pudding Shots
- All beverages and food are to remain in the Hall proper. No food or beverages are to be brought outside or in the hallway. The renter assumes responsibility for any beverage served to minors, over-indulgence or damage to the premises.
- No-one other than the licensed bartender is allowed behind the bar.
- Ensure that exit doors are not blocked by tables, chairs, decorations or other things.
- St Mark Catholic Church assumes no responsibility for any lost, stolen or damaged articles in the use or rental of any parish facility.
- The rental party assumes all liability for damage and agrees to make prompt restitution for any damages that occur during the use of the facility which exceed the amount of their deposit.
- Report all personal injuries or accidents immediately to the Parish Office.
- All personal belongings and equipment must be removed from the facility at the end of the event unless prior arrangements have been made with the Parish Office.

VII. DECORATIONS

- Decorations that require nails, tacks, tape putty, etc. on walls or ceiling are not permitted. Magnets are allowed. Do not disturb ceiling tiles.
- Decorations or equipment may not cover the heating or cooling controls, vents or exit doors.
- Rental party is responsible for bringing their own table coverings. If tape is used to secure table coverings, the renter is responsible for removal. No confetti, glitter rice or other small messy may be used on tables, etc.
- Extension cords must be covered with painters tape.
- Candles must be contained in glass containers.

VIII. RENTAL FEES 2026 (SUBJECT TO CHANGE)

Facility	Guest Count	Parishioner Rent	Non-Parishioner Rent	Liability Insurance	Security Deposit/Fee
Parish Hall	1- 100	\$100.00	\$200.00	\$150.00	\$100.00
Parish Hall	101-200	\$300.00	\$600.00	\$150.00	\$100.00
Parish Hall	200 Plus	\$750.00	\$1500.00	\$150.00	\$250.00
Parish Hall Max Capacity	Wedding Reception* 1-400	\$750.00	\$1500.00	\$150.00	\$250.00

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Saint Mark Parish Facilities & Equipment Rental Policies and Fees are subject to change.