

**St. Anne Activity Center  
St. Anthony Church Hall  
Usage Policy**

**Rental Rates:**

**To be paid 21 days in advance of reserved date** - For a party, wedding reception, shower, family reunion, dance or similar event –

**St. Anne Activity Center**  
**St. Anthony Church Hall**  
**\$150.00 Parishioners Only**  
\$ 95.00 for insurance required  
by the Diocese of Baton Rouge  
\$50.00 clean-up fee  
\$100.00 Deposit

**Reserving the Center:**

*(initial)* Reservation of the Activity Center/Church Hall requires the completion of the Rental Application. The application must be reviewed and approved by a church parish official. Insurance must be purchased for the event at least three weeks prior to the event and will be handled through the parish office and purchased through the Diocese of Baton Rouge. Usage of the Activity Center/Church Hall must end 1 hour before a Church function and cannot begin until ½ hour after a Church function. When you rent the Center/Hall for a certain date, you are renting it for that day only. You are not renting it for the evening before that date nor are you renting the Center for the morning after that day. If the Activity Center/Church Hall is needed in advance of a scheduled date (for decorating, setting up, etc.), please contact the parish office. For evening functions, any entertainment, band, DJ, PA system, etc. must end by 11:30 p.m. Dispersal of guests, cleanup and/or removal of personal items may extend past this time.

**Usage Not Permitted:**

*(initial)* No function will be permitted on Church premises which would be in violation of divine or Church law or would further such a violation. Wedding celebrations or receptions, which do not have the blessing of the Catholic Church, are prohibited by Diocesan regulation. The rental of the Activity Center/Church Hall is not permitted during Church functions. Political functions, including victory parties, functions involving the sale of goods or services, or charging for admission, will not be permitted. Individuals and/or organizations **unwilling** to agree to these terms of the Usage Policy will not be allowed to rent the center/hall.

**Capacity of Center:**

*(initial)* The maximum Center/Hall capacity is 200 people. This capacity is decreased by 8 people for every folding table set out during the function. For example, if 10 tables are set out, the capacity is reduced to 120 people.

**Cleanliness:**

*(initial)* The Activity Center/Church Hall and facilities are expected to be left in a condition of general cleanliness. Anything requiring more than light mopping of the floor is considered unacceptable. Tables, counters and kitchen are to be cleaned of leftover food, beverages, and eating utensils. No cooking will be allowed, only basic warming of food. Tables and chairs are to be put back as found unless otherwise instructed.

**Supplies:**

*(initial)* You are responsible for your own supplies: plates, napkins, forks, spoons, knives, etc.

**Garbage:**

*(initial)* Waste receptacles are to be emptied into the Allied Waste canister next to the church building. Please consider that garbage is picked up on Wednesday and Saturday, and the church must continue to operate. Do not leave garbage stacked on top or on the ground next to the canister. If there is not enough room in the canister, please take your garbage with you to dispose of.

**Absolutely Prohibited:**

*(initial)* Smoking is not permitted in the Activity Center/Church Hall or on the church grounds.

Alcohol is not permitted in the Activity Center/Church Hall or on the church grounds without purchase of additional insurance..

The use of pins, nails, glue, tape, etc. in a way that causes damage to cabinets, walls, ceiling, furniture, floors, is not permitted.

**\$ 100.00 Deposit**

*(initial)* A deposit of \$ 100.00 will be collected at the time of rental. This check will be returned to you should everything be found satisfactory. Failure to abide by any of the before mentioned items will result in forfeit of this deposit.

**St. Anne Activity Center  
St. Anthony Church Hall  
Usage Policy  
(Continued)**

**Pick up and return of keys**

*(initial)* The person renting the facility may pick up a key from the Parish Office the week before the event. Our usual office hours are Monday-Thursday: 8:30 AM-4:00 PM; Friday: 8:30-11:30 AM. The key **must** be returned to the Parish Office the following week. Failure to do so will result in forfeit of deposit.

**Accidents and Damages:**

*(initial)* The lessee hereby agrees to indemnify the Parishes of St. Anne and St. Anthony from any and all damages caused by any person participating at the function. The lessee agrees to pay for the defense of St. Anne, St. Anthony Parishes and the Diocese of Baton Rouge in the event that any of these are sued for any reason connected with the use of the premises. The Parishes of St. Anne and St. Anthony and the Diocese of Baton Rouge shall have the right to choose their attorney to defend themselves in the event of such a suit, with the lessee having the responsibility to reimburse the Parishes of St. Anne and St. Anthony and the Diocese of Baton Rouge in the event that such a suit is filed,

The lessee hereby agrees to hold the Parishes of St. Anne and St. Anthony and the Diocese of Baton Rouge harmless from any damages caused to or by any person who is participating at the function in the event that there is a suit involving the use of the premises.

The lessee hereby agrees to protect, indemnify, and hold harmless the Parishes of St. Anne and St. Anthony and the Diocese of Baton Rouge from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about the premises, causing injury to any person or property, and will protect, indemnify and hold harmless these from any and all claims, cost, or expenses arising from any failure of the lessee in any respect to comply with and perform all requirements and provisions agreed to and required by law, or ordinance during the rental period.

Pursuant to this, the lessee hereby agrees to make every effort during the course of the function to maintain adequate standards of cleanliness and safety.

I have read the **St. Anne Activity Center/St. Anthony Church Hall Usage Policy** and am aware of the following:

- Fees, damage deposit & insurance requirement
- Usages that are not permitted
- The capacity limits of the Center
- The “No Smoking” policy
- The cleanliness requirements
- The “No Cooking” policy
- The “No Alcohol” on premises policy

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Payments received: _____	Rental Fee (St. Anne or St. Anthony)
_____	\$95.00 Insurance (Diocese of Baton Rouge)
_____	\$50.00 Clean-up Fee (Dwayne Bourgeois or Stacie Duplessis*)
_____	\$100.00 Deposit (St. Anne or St. Anthony)

\*If you are renting at St. Anne, Sorrento, Dwayne Bourgeois;  
if you are renting at St. Anthony, Darrow, Stacie Duplessis.