

Holy Angels Parish

South Meriden, Connecticut

REV. ROLAND M. LAPLANTE

GYMNASIUM USE

PROGRAM

POLICY

AND

PROCEDURE



General Information

Holy Angels provides the use of the Rev. Roland M. LaPlante Gymnasium to parishioners for family events. We define a parishioner as one who is a practicing member of Holy Angels Parish. They must be registered in the Parish census and are participating in the regular financial support of the Parish, that is, the use of the weekly offertory envelope system.

Types of Gatherings

The types of functions that will be permitted to be held in the gymnasium will be those directly related to personal family, e.g. baptisms, showers, anniversaries. **NO** stags will be permitted. **NO** keg beer will be allowed. The rental and custodial fees total \$200.00, plus Third Party Insurance Coverage fee of \$100.00.

Availability

The Rev. LaPlante Gymnasium is available on most weekends. Time of such availability is restricted since scheduled activities of the Parish have priority.

The Rev. LaPlante Gymnasium is available without charge for a gathering of family and friends following the funeral of a parishioner as defined above.

The Rev. LaPlante Gymnasium is available for non-profit functions. A \$125.00 rental fee (payable to Holy Angels Church), a \$75.00 custodial fee (payable to Ralph Massicott), and a Certificate of Insurance of at least \$1,000,000.00 of liability coverage naming Holy Angels Church and the Archdiocese of Hartford will be required.

Booking Information

A parishioner interested in applying for the use of the gymnasium should contact the Parish Secretary at 203.235.3822 or Office@HolyAngelsChurch.org as to availability. The applicant then obtains and completes an application form. For your convenience the form is also available on our website, www.HolyAngelsChurch.org.

Rental Fee

A deposit of \$50.00 (payable to Holy Angels Church) is required within five (5) business days to reserve the date. Also, Third Party Insurance Coverage must be obtained by completing the enclosed application. This application, along with a check for \$100.00 (payable to the Archdiocese of Hartford) should be mailed to **Catholic Mutual Group, 467 Bloomfield Avenue, Bloomfield, CT, 06002, 15 days in advance of the event.** Coverage is subject to approval by Catholic Mutual and a confirmation letter will be forwarded prior to the event.

The fee is for a maximum of six (6) hours, which includes any time needed to prepare, decorate or make use of said gym. Each additional hour or part thereof will be \$25.00.

The key for the Rev. LaPlante Gymnasium may be obtained from the Parish Office no more than two (2) days prior to your event and returned within two (2) days following your event.

Chair and table set-up and removal are included in the rental fee. If the kitchen refrigerator is used, please make sure the doors are tightly sealed when closed. The gas stove/oven may be used for reheating only. Please provide own eating and serving utensils.

Balance of rental fee is due no later than five (5) days prior to the scheduled usage. Checks are payable to "Holy Angels Church."

Restrictions

The occupants are responsible for any damage or loss to the Church, whether to the Rev. LaPlante Gymnasium, the Parish Center or adjoining church property.

The occupants are to leave the Rev. LaPlante Gymnasium, center and adjoining church property in the same condition as prior to the function.

NO kitchen supplies or utensils are available to the occupants of the Rev. LaPlante Gymnasium.

The kitchen, classrooms, meeting rooms and offices are not available for rental.