



FACILITY RENTAL & INSURANCE POLICY

605-734-6122
www.ourladyofgracesd.com
400 S. Main Street
Chamberlain, SD 57325

Updated: 6-4-2026 MK

Pastorate Facility Usage Policy

Facility usage within Our Lady of Grace Pastorate is generally determined on a case-by-case basis. However, the following policy outlines consistent guidelines that apply across all parishes within the pastorate. If you have questions regarding a specific event or are unsure whether an event qualifies for facility use, please contact the Facility Director. If further discussion is needed, you may also reach out to the Communications Director or the Discipleship & Evangelization Director.

1. All events must be scheduled through the administrative staff, regardless of whether the event is a rental or a non-rental gathering.
2. Parish sacramentals, groups, and parishioners have priority in the use of parish facilities.

Please note: We do not rent out or loan chairs or tables for use off church premises under any circumstances. We do not accept donated gifts, goods, or services in lieu of the required rental fees.

The primary purpose and function of the church building is the liturgical prayer, worship, and private or devotional prayer by the faithful. Any other use proposed to be made of the church building shall not be of a nature that may contradict the church building's primary purpose and function, in keeping with canonical norms regulating sacred space.

The use of a parish facility shall not be granted to any individual, group or organization:

- whose purpose, tenets, acts or omissions, or objectives contradict the faith and morals of the Catholic Church or the policies of the Diocese of Sioux Falls and the purpose, tenets, acts or omissions, or objectives of the individual, group or organization are inherently inseparable from the proposed use of the facility by the individual, group or organization;
- when the activity for which the facility is to be used contradicts the faith and morals of the Catholic Church or the policies of the Diocese of Sioux Falls;
- when doing so would directly involve the Church in partisan politics in support of one candidate for civil office and in opposition to other candidates for the same office;
- when unlawful, unsafe, or hazardous activity may occur as a result; or
- whenever the pastor or administration or the Diocese determines that the granting of such use will not be in the best interest of the parish, its parishioners, the faithful or the Diocese, or that the denial of such use is necessary to avoid scandal.

Event Coverage Requirements

Events Not Requiring Additional Coverage

The following church-based activities are considered part of regular ministry and are therefore covered under the church's general liability insurance:

- Parish-sponsored events
- Sacramental celebrations (e.g., Wedding Ceremony, Baptisms, First Communions, Confirmations, Funerals)

Events Requiring Additional Coverage

The following types of events are considered private and must include insurance coverage:

- Anniversaries
- Birthdays
- Baby Showers
- Bridal Showers
- Graduations
- Wedding Receptions
- Wedding Rehearsal Dinners

Insurance Requirements

- All renters must complete our Pastorate Event Contract and provide event liability insurance.
- The Diocese offers a Special Events Coverage policy for \$95, which will be added to the facility rental fee. The renter must complete the CMG Special Events Coverage Application.
- If the renter asks to use a personal umbrella policy, it must:
 - Provide a minimum of \$1 million in liability coverage.
 - List the hosting parish as "Additional Insured."
 - Clearly indicate the dates and location of the event.
 - Be submitted with the signed Facility Usage/Indemnity Agreement to the administrative staff.

Rental Fees

All fees must be paid in full at the time of booking.

Type of Event	Parishioner	Non-Parishioner
Wedding Day (Ceremony)	\$250	\$500
Other Events	\$150	\$300

Adherence to Facility Rules

Renter agrees to adhere, and to require its guests and attendees to adhere, to the following rules during the use of the parish facility:

- Renter and its guests or attendees will only use the facility in a manner that is at all times consistent with the terms and information contained in the application, policy and this agreement.
- The Facility Director or the administration shall approve scheduling of all building facilities.
- Renter agrees to conduct the event in a civil orderly manner, and at reasonable noise level, and administration reserves the right to eject any guest or attendee of the event from the premises for damage to property, injury to person, unacceptable, unruly and/or dangerous behavior, inappropriate attire, lewd acts, disregard of parish policies or these Rules, or for other violation of this agreement.
- All decorations, flowers, liquor, instruments or food items must be removed at the conclusion of the event. ([see Appendix 1-3](#)).
- There is to be no smoking inside the building, outside the premises or on the premises.
- Firearms are strictly prohibited in the building, outside the building, and on the premises.
- Renter shall comply with all applicable laws, ordinances and regulations in the use of the facility.
- Renter is responsible for the conduct and acts and omissions of all individuals attending renter's event, including, but not limited to, all guests, attendees, caterers and vendors.
- Renter is required to ensure that guests and the caterer and other vendors for the event also comply with all applicable laws, ordinances and regulations.
- Renter shall be liable for abuse of, damage to, or loss of property belonging to the parish, whether real or personal, and any and all injuries occurring to renter, its guests, attendees, and third parties as a result of renter's use of facility or conduct of renter, guests and/or attendees at the event. Renter agrees to reimburse the Church, upon demand, such sum as will be necessary to restore or replace the damaged property. Renter assumes full responsibility for the character, acts and conduct of all persons attending the event.

Post-Event Facility Expectations

All rented spaces must be returned to their original condition. Renters will be provided with a cleanup checklist during the booking process. Key responsibilities include:

- Turn off or unplug all electronics, appliances, and coffee makers.
- Turn off all lights in rooms, bathrooms, and hallways.
- Return all furniture and utensils to their original locations.

- All trash must be disposed of.
- Ensure all windows and doors are securely closed; the final person leaving must verify the door is fully shut and locked.
- Do not adjust thermostats during facility use.
- Report any plumbing issues (leaks, running toilets, etc.), electricity, or facility damage immediately to the Facility Director by calling 605-734-6122, to prevent further damage.

This policy is designed to ensure the safety, proper use, and continued availability of parish facilities for both community and private needs. Thank you for your cooperation and respect for our sacred spaces.

Appendix 1: Alcohol Use

Renter will not charge for alcoholic beverages served at the event and will otherwise comply with all laws regarding the use and consumption of liquor. Renter will not permit attendees of its event to bring their own alcoholic beverages to the event. Renter will provide a list of alcohol to be provided to event attendees in advance of the event.

Appendix 2: Instrument Usage for Events

Parish facilities may be used for events that include live or recorded music, and individuals or groups are welcome to bring in their own musical instruments or sound equipment. However, please note that any outside equipment must be handled with care and used responsibly. The parish is not liable for any personal items brought onto the premises, and the individual or group hosting the event will be held responsible for any damage caused to parish property during setup, use, or takedown.

Appendix 3: Decorating

Parish facilities may be decorated for events, and guests are welcome to bring their own decorations. However, all decorations must be installed and removed in a way that does not cause damage to parish property. Those hosting the event are fully responsible for any damage that occurs during setup or takedown. Event decorations may be put up the day of the event or wedding ceremony and must be removed immediately following the event or wedding ceremony. **Please note** that funeral services will take precedence if scheduled during any of these times, and decorating plans may need to be adjusted accordingly.

Please submit in person, by mail, or
email to the Central Office at St. James.
400 S. Main St., PO Box 645, Chamberlain, SD 57325
St. James/Margaret: janderson@sfcatholic.org
St. Peter/John/Mary: pfreidel@sfcatholic.org



For office use only:

Date Received: _____

Amount Paid: \$ _____

☐ Cash ☐ Check No. _____

Administrative Initials: _____

Event Submission Form

Select Your Parish: ☐ St. James ☐ St. Margaret ☐ St. Peter ☐ St. John ☐ St. Mary

Contact Information:

Name of Individual/Organization: _____

Primary Contact (Official Agent): _____ Primary Phone: _____

Address: _____

Email Address: _____

The primary also certifies the following personnel (if applicable):

Event Information:

Event Type: _____

Event Date: _____ Event Time: _____

Event Location: ☐ St. James ☐ St. Margaret ☐ St. Peter ☐ St. John ☐ St. Mary

Expected Attendance (if known): _____

Event Purpose:

Event Details:

Will you need support from the parish? ☐ Yes ☐ No

If yes, please specify: _____

Is food being served? ☐ Yes ☐ No

Is alcohol being served? ☐ Yes ☐ No

If yes, please specify what alcohol will be brought on the premises: _____

Will you be providing musicians, bringing instruments, or using recorded music for your event? ☐ Yes ☐ No

If yes, please specify: _____

Will you be decorating? ☐ Yes ☐ No

If yes, please specify: _____

Requested Spaces: ☐ Parish Hall ☐ Kitchen ☐ Church (for liturgical events only)

☐ Meeting/Classrooms ☐ Other: _____



Rental Fee: Please select what type/amount.

TYPE	PARISHIONER	NON-PARISHIONER
Wedding Day (Ceremony)	☐ \$250	☐ \$500
Other Events	☐ \$150	☐ \$300

+ CMG Insurance Amount: \$95.00 **Per Diocesan policy, a CMG Application for Special Events Coverage must be completed unless alternate coverage is approved.**

= Total Rental Amount: \$ _____ **Due upon booking of the event.**

Facility Usage/Indemnity Agreement:

The above named FACILITY USER agrees that they will not use the PARISH property in a manner that contradicts the tenets and principles of the Roman Catholic Church. Further, FACILITY USER will abide by the guidelines set forth herein. This includes but is not limited to:

1. Events that celebrate actions and rituals that are contrary to the teachings of the Roman Catholic Church,
2. Events that support behavior that is contrary to the teachings of the Roman Catholic Church,
3. Events that promote conduct, products and activities that are contrary to the tenets and principles of the Roman Catholic Church,
4. Conduct that is not in keeping with civil laws and regulations, and
5. Conduct that offends Roman Catholic Church teachings regarding the sanctity of human life.

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. This coverage will also provide a specific provision for sexual misconduct coverage. FACILITY USER also agrees to have the PARISH and Diocese named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH and/or Diocese by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH and/or Diocese.

If FACILITY USER fails to comply with the above (third) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH and/or Diocese for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH and/or Diocese by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. This paragraph does not relieve FACILITY USER's responsibility to comply with the above (third) paragraph.

If any sentence force and effect or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Adherence to Facility Rules:

Renter agrees to adhere, and to require its guests and attendees to adhere, to the following rules during the use of the parish facility: Renter and its guests or attendees will only use the facility in a manner that is at all times consistent with the terms and information contained in the application, policy and this agreement.

1. The Facility Director or the administration shall approve scheduling of all building facilities.
2. Renter agrees to conduct the event in a civil orderly manner, and at reasonable noise level, and administration reserves the right to eject any guest or attendee of the event from the premises for damage to property, injury to person, unacceptable, unruly and/



or dangerous behavior, inappropriate attire, lewd acts, disregard of parish policies or these rules, or for other violation of this agreement.

3. All decorations, flowers, liquor, instruments or food items must be removed at the conclusion of the event.
4. There is to be no smoking inside the building, outside the premises or on the premises.
5. Firearms are strictly prohibited in the building, outside the building, and on the premises.
6. Renter shall comply with all applicable laws, ordinances and regulations in the use of the facility.
7. Renter is responsible for the conduct and acts and omissions of all individuals attending renter's event, including, but not limited to, all guests, attendees, caterers and vendors.
8. Renter is required to ensure that guests and the caterer and other vendors for the event also comply with all applicable laws, ordinances and regulations.
9. Renter shall be liable for abuse of, damage to, or loss of property belonging to the parish, whether real or personal, and any and all injuries occurring to renter, its guests, attendees, and third parties as a result of renter's use of facility or conduct of renter, guests and/or attendees at the event. Renter agrees to reimburse the Church, upon demand, such sum as will be necessary to restore or replace the damaged property. Renter assumes full responsibility for the character, acts and conduct of all persons attending the event.
10. Alcohol Usage: Renter will not charge for alcoholic beverages served at the event and will otherwise comply with all laws regarding the use and consumption of liquor. Renter will not permit attendees of its event to bring their own alcoholic beverages to the event. Renter will provide a list of alcohol to be provided to event attendees in advance of the event.
11. Instrument Usage: Parish facilities may be used for events that include live or recorded music, and individuals or groups are welcome to bring in their own musical instruments or sound equipment. However, please note that any outside equipment must be handled with care and used responsibly. The parish is not liable for any personal items brought onto the premises, and the individual or group hosting the event will be held responsible for any damage caused to parish property during setup, use, or takedown.
12. Decorations: Parish facilities may be decorated for events, and guests are welcome to bring their own decorations. However, all decorations must be installed and removed in a way that does not cause damage to parish property. Those hosting the event are fully responsible for any damage that occurs during setup or takedown. Event decorations may be put up the day of the event or wedding ceremony and must be removed immediately following the event or wedding ceremony. Please note that funeral services will take precedence if scheduled during any of these times, and decorating plans may need to be adjusted accordingly.

Facility Checklist:

All rented spaces must be returned to their original condition. Renters will be provided with a cleanup checklist during the booking process. Key responsibilities include:

1. Turn off or unplug all electronics, appliances, and coffee makers.
2. Turn off all lights in rooms, bathrooms, and hallways.
3. Return all furniture and utensils to their original locations.
4. All trash must be disposed of.
5. Ensure all windows and doors are securely closed; the final person leaving must verify the door is fully shut and locked.
6. Do not adjust thermostats during facility use.
7. Report any plumbing issues (leaks, running toilets, etc.), electricity, or facility damage immediately to the Facility Director by calling 605-734-6122, to prevent further damage.

This policy is designed to ensure the safety, proper use, and continued availability of parish facilities for both community and private needs. Thank you for your cooperation and respect for our sacred spaces.

☐ *By signing below, I acknowledge that I have read, understand, and agree to abide by all policies and responsibilities outlined in this agreement.*

Signature: _____ Date: _____
(MUST be signed by the Primary Contact/Official Agent of the Facility User)

Printed Name: _____



Application for Special Events Coverage

Diocese of Sioux Falls—007

COVERAGE LIMIT: \$1,000,000 combined single limit bodily injury; and host liquor liability; \$500,000 property damage liability. Coverage provided is per event, not per claim. Submission of application does not bind coverage. All events are subject to approval. Coverage is underwritten by Markel Insurance Company. The policy number is on file with CMG Agency, Inc. In the event of a claim, call 800-228-6108.

Additional Insured (Lessee) Information

Directions: Complete all information below and return this form to the Parish/Institution contact for processing 20 days before the event. Incomplete or untimely applications risk not being approved.

Individual/Organization _____

Lessee Name _____

Physical Address _____

City/State _____

Zip code _____ Phone _____

Lessee Email _____

Event Information

Start Date _____ End Date _____

Start Time _____ End Time _____

Is this an overnight event? ☐ Yes ☐ No

Event Type (*e.g. wedding reception, birthday party, etc.*):

Is this event a Fundraiser? ☐ No ☐ Yes

If "yes", attach a detailed description of all activities, vendors, and etc.

Will inflatable devices (aka bounce houses) be used? ☐ No ☐ Yes

If "yes", attach pictures of each device for pre-approval.

Estimated Number of Participants _____

Is food being served? ☐ Yes ☐ No

Is liquor being served? ☐ Yes ☐ No

Liquor Liability

Do you require Liquor Liability coverage (*see below*)? ☐ No ☐ Yes

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.

If liquor liability is not purchased and an alcohol related claim results, the claim will be excluded if it is determined that additional coverage for liquor liability should have been obtained.

Parish/Institution Information

Directions: Once the completed form is received from the lessee, sign and immediately submit the form 15 days before the event to Catholic Mutual Group at memberservices@catholicmutual.org or fax to (402) 551-2943. Please call (800) 228-6108 for any questions.

Parish/Institution _____

Contact Name _____

Physical Address _____

City/State _____

Zip code _____ Phone _____

Office Email _____

Was the Lessee asked, but unable to obtain their own insurance coverage as outlined in the *Facility Use Agreement*? ☐ Yes ☐ No

Approval Email sjohnson@sfcatholic.org

Coverage Exclusions and Additional Charges

Coverage does not apply to certain events and exposure, such as, but not limits to:

- Amusement Rides, including mechanically operated devices, trampolines, and rebounding devices.
- Any and all carnival events
- Events involving "Bring Your Own Bottle" (aka BYOB)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Events organized or operated by professional promoters/performers
- Non-Charitable events charging admission or other fees
- Fireworks and firework displays
- Non-religious musical performances/concerts (contact us for special exceptions)
- Organized sporting events—includes tournaments and camps (*some sporting activities may be allowed with pre-approval*)
- Political Rallies
- Claims related to an epidemic/pandemic

Additional charges apply for:

- Events exceeding 3 days (cost TBD)
- Events exceeding 1,000 participants (cost TBD)
- Inflatable amusement devices (picture of device must be submitted for pre-approval; cost is \$100/device)