

FACILITY USE GUIDELINES AGREEMENT NON-PARISH SPONSORED EVENTS

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|-----------------------------------|----------------------|
| Contact Person: | Phone Number: |
| Email Address: | Address: |
| Affiliation to the parish: | |

| | |
|---|--|
| Date of Event: | Type of Event: |
| Arrival time to set up: | Time of the event: |
| How many guests: | Will there be an agenda: |
| Will you be using the worship space? | If yes, forward to Sarah or Jill for more questions |

| Requested Room (s): | MINIMUM OF TWO-HOUR RENTAL |
|--|--|
| Parish Hall and Kitchen--\$100 and hour | Room D --\$45 an hour |
| Room C --\$45 an hour | Room B—\$45 an hour |
| Gathering Space-- \$75 an hour | Hospitality Suites-- \$30 an hour |
| Entire Facility-- \$250 an hour | TOTAL FOR SPACE RENTAL: |

| | |
|---|------------------------------|
| Monies owed: | |
| Damage Deposit: (must be a separate check) | \$300 |
| Garbage fee: | \$25 |
| Space used: | |
| Attendant if applicable: (\$12 an hour) | _____ (hours) X \$12= |
| Date collected: | Total collected: |

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OFFICE USE ONLY

| | |
|---------------------------------------|----------------------------------|
| Facility Usage form signed on: | Event put on Google calendar on: |
| Additional insurance form emailed on: | Approval received on: |

****Staple email copy to this form for our records**

| | |
|------------------------|-----------------------------|
| Will AV be needed: | Will food be served: |
| Will coffee be served: | Will parish dishes be used: |

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Sacred Heart Parish facilities are available to individuals and groups in the community that seek to serve and enrich human life within the parish's not-for-profit Catholic mission. The parish facilities are not available for any non-related business activity or activities consistent with our mission and values.

The following guidelines apply to all when using the facilities.

- 1. Publicity:** Do not use the parish name as the sponsoring organization in any advertising or promotional literature for your event. Do not publish the parish phone numbers as the number to call for further information about your event.
- 2. Reserving the Facilities:** Requests to use the facilities may be **scheduled two (2) months in advance**. This allows adequate time for parish functions to be booked. Space can be tentatively held before two months, but reservations can't be confirmed until two months prior to the event. Requests may be e-mailed to Vicki at VSanborn@sacredheartsaukrapids.org or by calling the office at 320.251.8115. All paperwork will need to be completed one (1) month in advance in order to obtain special event insurance for individuals and a Certificate of Liability Insurance from organizations, municipalities or county organizations.
Space is unavailable on the following days: New Year's Day, Holy Week and Easter Sunday, First Communion, Confirmation, Memorial Day weekend, 4th of July week, the week before the Parish Festival, Labor Day weekend, Thanksgiving Day or the day after Thanksgiving, Christmas Eve and Christmas Day, or New Year's Eve. (See #15 for more)
- 3. Attendant:** An attendant is required at \$12 per hour. The attendant's job is to answer any questions people may have and make your time here comfortable. The attendant will provide supplies for clean-up. Following the event, the attendant will walk through the space and ensure that the facility has been returned to its original condition. The attendant is **not** responsible for moving furniture or clean up. The attendant will arrive 30 minutes before the arrival of guests and will stay 30 minutes after the expected end time.
- 4. Damage Deposit:** A damage deposit of \$300 is required. The damage deposit is refundable if the facility is returned to its original condition. (Garbage taken to the garbage shed, tables cleaned, floor vacuumed and furniture in original location.) An hourly rate of \$20 an hour will be charged to the person using the space if staff needs to take out garbage, wash tables or vacuum.
- 5. Facilities Cost:** Although we do not have a set fee for active parishioners to use the space, a freewill offering is strongly encouraged. When the facility is in use the parish provides heat/AC, water, utilities, and resources. These fees help offset these parish costs. Please consider looking at the room rates prior when deciding your free will offering.

Parish Hall and kitchen (approx. 240 people) \$100 an hour
Room C (approx. 20-25 people): \$30 an hour
Gathering Space: \$45 an hour
Hospitality Suite (approx. 12-15 people): \$30 an hour

Room D (approx. 35-45 people): \$45 an hour
Room B (approx. 30-45 people): \$45 an hour
Worship Space (approx. 824)
Entire Facility: \$250 an hour

****Minimum of two-hour rental****

****We reserve the right to relocate groups in our space if something unexpected occurs for the use of our facilities****

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- 6. Movement of furniture:** If furniture is moved, each area needs to be returned to its original set up. We suggest taking photos of the room(s) prior to moving anything, as a reminder of how it looked prior to your arrival. A portion of your damage deposit may be forfeited if this is not completed. Staff are not responsible for moving furniture before or after an event. An hourly rate of \$20 an hour will be charged to the person using the space if staff needs to return any room back to its original format.
- 7. Payment:** See Facility Use Fees for required payments. All payments must be received two weeks prior to the event.
- If the AV system in the Worship Space is used there is a \$25/hour fee for an experienced person from the parish to run the system.
- 8. Restoration of Premises:** Users are to assume full responsibility for the cost of repairs required to restore items to their original condition. Decorations or other materials may not be placed on walls, windows or woodwork and all other decorations are to be removed at the conclusion of the event.
- 9. Care of Facilities:** Candles are to be used with **advance permission** and only in fireproof containers. Any decorations used near candles must be fireproof. Bird seed, rice and spray confetti are not allowed. **There is no food or drink allowed in the worship space.** Animals are not permitted in the facilities, with the exception of service animals.
- 10. Use of Kitchen:** Food served requires a certified food manager or a volunteer trained in food safety to be present. Users are to bring their own supplies (including coffee, tea, sugar, cream, napkins.) If you would like to use parish plates and silverware you will need to set up an appointment to see how the dishwasher works at least one week prior to your event. Please remove any extra supplies after your event. Any garbage should be put in the containers located in the garbage shed by Lake Geno. If you choose to use disposable dishes, please note Styrofoam and like materials are not permitted for environmental purposes.
- 11. Alcoholic Beverages:** No alcoholic beverages shall be served or available on the premises of the parish facilities, including parking lots, unless permission is granted in writing by the pastor and an insurance waiver is obtained. If you would like to have alcohol you will need to email Father (and copy Vicki on the email) at least one month prior to the event when asking for permission to ensure all parties have been notified.
- 12. Smoking/Vaping Policy/Controlled Substances:** Sacred Heart's entire campus is smoke/vape free.
- 13. Use Agreement:** A signed copy of this document must be on file two weeks prior to the event. An email to Vicki stating you have agreed to the terms is acceptable.
- 14. Emergencies:** Immediately contact the attendant or proper authorities with any emergency situations. (If you do not have an attendant, Vicki will be your contact. Her number is 320.492.9361) ****An emergency is something defined as something that needs immediate attention to ensure the safety of people or the building.****

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15. Funerals and Parish Functions: Funerals and parish functions may affect scheduled events. If a funeral or parish function must be scheduled, every effort will be made to accommodate the scheduled user by relocating the space or an alternative date. **However, the parish activities will take precedence if accommodations cannot be arranged.** The contact person will be consulted.

16. Firearms: Sacred Heart bans firearms from our property.

I have read, understand, and agree to abide by the **Facilities Use Guidelines Agreement** relating to the use of the facilities of Sacred Heart Parish.

Name of responsible party using the space: _____

Signature of responsible party: _____

Date: _____

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Facility Use Fees

Are you an active parishioner? Do you share your time, talents and treasures that have been given to you by God with the Church of the Sacred Heart?

Yes

There are no ***required*** fees to use our facility except a \$25 check for garbage disposal.

Insurance coverage is required.

We encourage a free will offering for using our space. (Please see what we charge non parishioners.)

An attendant **may be required** for your event, the rate is \$12/hour.

No

A \$300 damage deposit is **required**. This will be refunded if there are no damages.

A separate \$25 check for disposal of garbage.

Insurance coverage is required.

Minimum 2-hour rental

See page one for room rental prices

An attendant is required for your event, at the rate of \$12/hour.

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Special Events in the Sacred Heart Worship Space—OFFICE USE ONLY

Special Event title: _____ Date & Time: _____

Arrival time: _____ Contact person: _____

Scheduled appointment for 1 week prior with SH staff: Date & Time: _____

Audio Visual: Microphone & AV needs must be communicated at least a week in advance. An AV operator from SH Parish must be hired if microphones or screens are used. (\$25 each)

Audio: Who needs a microphone and what kind of microphone? Lapel, handheld, ambo, cantor, standing mic., guitar, etc.

Name & microphone type: _____

Name & microphone type: _____

Name & microphone type: _____

Name & microphone type: _____

Name & microphone type: _____

Name & microphone type: _____

Visual: Will you be using the screens or bringing a Worship Aid? Use of screens or live stream requires an additional SH parish AV operator.

- Screens: You must bring your own PPT presentation. There must be communication with SH at least a week in advance so we can verify that the presentation will work with our system.
- Copyright permission must be obtained, and license numbers listed on the slides or in the worship aid. You may use Sacred Heart's copyright numbers since the event is in our building. Contact the Director of Music & Liturgy for the numbers.
- Worship Aids: please bring enough copies, we will not be able to make any more on the day of the event.

Livestream: If you wish to have the event live streamed, we will need to know in advance and will need to hire another AV operator at \$25.

Musicians

Parish Musicians (cantor & accompanist) are recommended. All music choices must be appropriate for Catholic Worship.

Who are the musicians? _____ phone # _____

Are there any musicians besides the cantor and accompanist? If yes, what instruments? _____

Musicians must provide all their own music and clean up after the event.

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If it is a Mass:

- You will need to provide all ministers (Presider, ushers, greeters, lectors, EMHC, gift bearers.)
- You will need to provide readings and intercessions.

Communion

Who will be the sacristan (set up & clean up communion)? _____

- This person may need to come for training the week before the event.

Will you be bringing your own bread, wine, chalice, etc.? _____

- If no, what is the expected number of attendees? _____
- A small fee to cover these costs will be assessed.

Rehearsal

Will there be a rehearsal? Date & time _____

Will there be a music rehearsal at SH? Date & time _____

Will the musicians need to use the music room before Mass? _____