



Facilities Use Guidelines Agreement Non-Parish Sponsored Events

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 out 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 Do not publish the parish phone numbers as the numbers to call for further information about your event.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@sacredheartsaukrpids.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 Eve, New Year's Day, Holy Week and Easter Sunday, First Communion, Confirmation, Memorial Day weekend, 4th of July weekend, Parish Festival, Labor Day weekend, Thanksgiving Day, Christmas Eve and Christmas Day. (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 facilities have been returned to their original condition. The attendant is not responsible to move furniture or clean up.

4. Damage Deposit: A damage deposit of \$300 is required, for all non-parishioners. The damage deposit is refundable if the facilities are returned to their original condition.

****Diocesan events and CCS events are excluded from a damage deposit, however do require the fee for garbage/recycling.**

5. Facilities Cost: Although we do not have a fee for parishioners to use the space, we do encourage a free will offering. When the facility is in use we have to pay heat/AC, water, electric, etc. Non parishioners pay per room. Please consider looking at the room rates prior to deciding your free will offering.

Parish Hall (hold approx. 240) \$50 an hour _____ Main Kitchen: \$50 an hour _____
Hall and kitchen together: \$75 an hour _____ Room C (approx. 20-25): \$30 an hour _____
Room D (approx. 35-45): \$30 an hour _____ Worship Space (approx. 824): _____
Gathering Space: \$45 an hour _____ Hospitality Suite (approx. 12-15): \$30 and hour _____
Entire facility: \$150 an hour _____

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

6. Movement of furniture: This will be on a case by case basis; additional fees may be charged if furniture is moved. If furniture is moved, it needs to be returned to its original set up. A portion of your damage deposit may be forfeited if this needs to be done by staff.

7. Payment: See Facility Use Fees for required payments. All payments must be received two weeks prior to the event.



Sacred Heart
PARISH

Sacred Heart Parish
2875 10th AVE NE
Sauk Rapids, MN 56379
320-251-8115

8 . Restoration of Premises: Please leave the premises and equipment in the same condition as when your event began. If you have moved equipment or furniture, please return it to its original location. Users are to assume full responsibility for 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, except for 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. Please remove any extra supplies after your event. Any garbage should be put in the dumpster located in the garbage shed by Lake Geno. If you choose to use disposable dishes, please note Styrofoam and like materials are not permitted.

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. Please email Father and copy Vicki on the email when asking for permission to ensure all parties have been notified.

12. Smoking/Vaping Policy/Controlled Substances: Sacred Heart's campus is smoke-free.

13. Use Agreement: A signed copy of this document must be in the file two weeks prior to the event.

14. Emergencies: Immediately contact the Attendant or proper authorities with any emergency situations.

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

16. Firearms: Sacred Heart bans firearms from being in the building.

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.

Signature

Date



Facility Use Fees

Are you a registered parishioner sharing your time, talent and treasure as you are able? Are you a non-profit group open to parishioners that seeks to serve and enrich human life within the parish's not-for-profit mission?

YES

There are no **required** fees to use our facility except a \$15 check for garbage disposal.

Insurance coverage is required.

We encourage a free will offering that you see is acceptable for using our space. (Please take into consideration; electric, heat, water, cleaning, etc.)

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 \$15 check for garbage disposal.

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.



Facilities Use Guidelines Agreement Non-Parish Sponsored Events—office use

Contact information of person wanting to use the space:

Contact person: _____ Current phone number: _____

Email: _____ Address: _____

Affiliation to the parish: _____

Event Info:

Date: _____ Type of event: _____

Duration of event (how long will you be using the space): _____

Arrival to set up: _____ Arrival of guests: _____

How many guests will be attending? _____ Will there be an agenda? Y N

****An agenda will need to be provided to staff no later than 2 weeks prior to the event****

Room Info:

Requested Room(s): _____

Total amount for rental of space(s): _____

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Hall and kitchen together: \$75 an hour _____ Room C (approx. 20-25): \$30 an hour _____

Room D (approx. 35-45): \$30 an hour _____ Worship Space (approx 824): _____

Gathering Space: \$45 an hour _____ Hospitality Suite (approx 12-15): \$30 an hour _____

Entire facility: \$150 an hour _____

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

All parties using the facility will pay a \$15 non refundable fee for disposal of garbage.

Parish Attendant

Under most circumstances, a Parish Attendant is needed for all events outside of parish office business hours (Mon-Fri, 8:30-4) Time the attendant will be present: _____

The attendant will arrive 30 minutes before the arrival of people and leave 30-60 minutes after the event (depending on dishes, clean up, etc.) # of hours _____ X \$12=



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For Office Use Only — Checklist

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

Event Needs:

Will AV be used: _____ Will you have someone to run AV? _____ If not, there is a \$25 fee for someone to be here to run the AV for your event.

Arrangement of furniture: _____

(Furniture will need to be put back to the configuration it was before the event. If furniture isn't put back, additional charges may be taken out of the damage deposit.)

Serving food: _____ Catered, brought in, made in our kitchen

Serving Coffee: _____ Must bring in your own coffee, our machine may be used

Using dishes, utensils, dishwasher: _____ Agenda received: _____ (attached to this form)

Parish Attendant will be: _____ **Time of attendant:** _____

Contact on: _____ **by** _____

Damage Deposit:

\$300 damage deposit: _____ (date and initials of staff) Will be held until after the event.

Staple to these forms for office use. ****The check will be returned if there are no damages to be fixed.**

Worship Space Usage-Pastor's Approval is Required

Will the worship space be used: _____

****Absolutely no food or drink in the worship space**

If Mass is being said:

Who is the presider: _____ Who will set up Communion: _____

Are musicians needed: _____

Who will be the musician from the parish: _____

Do you need someone to run AV: _____

****This must be someone from the parish, paid at \$25 per event**

Are you bringing bread, wine, Chalice, etc. (no additional fee) _____

Additional fees:

**Parish AV staff are required, which is charged at \$25 per Mass per AV attendant

**Parish musicians are required, which is charged at a minimum of \$150 per Mass