



Facilities Use Guidelines Agreement Non-Parish Sponsored Events

Contact Info:

Contact person: _____ Current phone number: _____

Email: _____ Address: _____

Event Info:

Date: _____ Type of event: _____ How many guests will be attending? _____

Arrival for set up: _____ Duration of event (how long will you be using the space): _____

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:

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 _____

Use of more than one room: \$100 an hour _____

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

Requested Room (s): _____

Total amount for rental of space (s): _____ Both parties must initial here _____

Parish Attendant:

Parish Attendant is required for all events outside of parish office business hours (Tuesday-Friday, 8-4)

Time the attendant will be present: _____

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

The attendant will be: _____



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 is no fee to use our facilities. If the gathering is larger than 50 people, we will collect \$15 to cover extra garbage/recycling pick up fees.

Insurance coverage is required, by the church.

The cost to maintain our facilities is \$500 per day. We would gratefully accept any contribution made towards these costs.

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

✓ NO

For non-parishioner, non-parish sponsored events:

A \$300 damage deposit is required. This will be refunded, minus \$15 for garbage/recycling fees (if gathering is larger than 50 people) plus any fees for damages which occur.

Insurance coverage is required, by the church.

Minimum 2-hour rental

Parish Hall: \$50/hour

Main Kitchen: \$50/hour

Hall and Kitchen: \$75/hour

Classroom/Meeting Room: \$30/hour

More than one room: \$100/hour

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



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 mission. The parish facilities are not available for any non-related business activity. It is important that you adhere to the following guidelines 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. Please 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 no earlier than two (2) months in advance. This allows adequate time for parish functions to be booked. However, see item 15, 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 or phoned in during regular business hours. 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 week, Labor Day weekend, Thanksgiving Day, Christmas Eve and Christmas Day.*

3. **Attendant:** An attendant is required at a cost is \$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 and assist if necessary. 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 here to move furniture, or clean up after the event.
4. **Damage Deposit:** A damage deposit of \$300.00 is required, for all non-parishioners. The damage deposit is refundable if the facilities are returned to their original condition. An additional \$15 check will be given to the church if the event is larger than 50 people to cover the cost of additional garbage/recycling fees. Two separate checks should be written.
5. **Facilities Cost: (Parishioners)** The cost to maintain facilities is \$500 per day. Please contribute to this cost as you are able. **(Non-parishioners see above guidelines)**



Sacred Heart PARISH

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Sauk Rapids, MN 56379
320-251-8115
parish@sacredheartsaukrapids.org
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6. **Movement of furniture:** This will be on a case-by-case basis; additional fees may be charged if furniture is moved. All furniture that is moved must be moved back to original placement, or an additional fee may be charged to move things back.
7. **Payment:** See Facility Use Fees for required payments. All payments must be received one week prior to the event.
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.) Parish plates and silverware may be used if they are washed in the dishwasher and put away after use. Please remove any extra supplies after your event. Any garbage should be taken the appropriate trash can or dumpster located outside the facilities by Lake Geno.
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.**
12. **Smoking Policy:** Sacred Heart's campus is smoke-free.
13. **Use Agreement:** All parties using facilities must sign a use agreement stipulating the guidelines set forth in this document.
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. The contact person will be consulted.

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.



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PARISH

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Signature

Date