

## Facilities Use Request Non-Parish Sponsored Events

### 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, but you are responsible for paying the attendant rate.

A damage deposit of \$300 may be required.

Insurance coverage is required.

The cost to maintain our facilities is \$400 per day. We encourage you to consider a free will offering towards this cost.

The attendant rate is \$12/hour.

#### ✓ NO

For non-parishioner, non-parish sponsored events:

In most cases a \$300 damage deposit is required.

Insurance coverage is required.

#### **Minimum 2-hour rental**

Fellowship Hall: \$50/hour

Main Kitchen: \$50/hour

Hall and Kitchen: \$75/hour

Classroom/Meeting Room: \$30/hour

The attendant rate is \$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. In keeping with our commitment to Stewardship, we generally do not offer space to non-parish events where a fee is charged. Events where a free-will offering is accepted will be considered. 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 Please do not publish the parish phone number as the number to call for further information about your event.
2. **Reserving the Facilities:** Non-parish sponsored events may be scheduled up to two (2) months in advance. This allows adequate time for parish functions to be booked, (however, see item 13). Requests can be submitted more than two months in advance, but reservations can't be confirmed until two months prior to the event. Requests may be submitted online anytime. In-person requests may be made during regular business hours (M-F 8am-4pm). All paper work 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, Palm Sunday weekend, Holy Week and Easter Sunday, First Communion, Confirmation, Memorial Day weekend, 4<sup>th</sup> of July weekend, week before and weekend of Parish Festival, Labor Day weekend, Thanksgiving Day, Christmas Eve and Christmas Day.***
3. **Attendant:** The cost for an attendant 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.
4. **Damage Deposit:** For most non-parishioner, non-parish sponsored events, a damage deposit of \$300.00 is required with the paperwork one month in advance. The damage deposit is refundable if the facilities are returned to their original condition and any keys issued are returned. A damage deposit of \$300 may be required for private parishioner events.
5. **Facilities Cost and Payment:** See Facility Use Fees for facility costs and required payments. All payments must be received one week before the event.

6. **Restoration of Premises:** Regardless of whether a damage deposit is required or not, the renter agrees to cover the costs associated with repairing any damage caused during their event. 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. (Original room layouts are posted in each room). 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.
7. **Care of Facilities:** Candles are to be used only 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 Guide Dogs and other service animals.
8. **Use of Kitchen:** Preparing food requires a certified food manager or a volunteer trained in food safety to be present. For the safety of all, no one under 13 should be allowed in the kitchen. Users are to bring their own supplies (including coffee, tea, sugar, cream, napkins. Parish plates and silverware may be used if they are washed and put away after use. Please remove any extra supplies after your event. Any garbage should be put in the appropriate trash can or dumpster located outside the facilities. If you choose to use disposable dishes, please be as environmentally friendly as possible; therefore, Styrofoam and like material should not be used.
9. **Alcoholic Beverages:** No alcoholic beverages shall be served or available on the premises of the parish facilities, including parking lots, unless permission is granted by the pastor.
10. **Smoking Policy:** Sacred Heart's campus is smoke-free.
11. **Use Agreement:** All parties using facilities must sign a use agreement stipulating the guidelines set forth in this document.
12. **Emergencies:** Immediately contact the proper authorities with any emergency situations. Notify the attendant when you are able.
13. **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 facilities user. The contact person will be consulted.
14. **Reserved Rights:** The Church of the Sacred Heart and its Pastor reserve the right to change, amend, or alter this agreement from time to time as deemed necessary.

I have read and 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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Signature of Renter

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Date