

# St. John the Apostle Church/School

## Facilities Use Guidelines

### CHURCH/SCHOOL FACILITIES AND GROUNDS

#### Statement of Guidelines

These guidelines are established to make sure the facilities and grounds are available for the use of active, tithing parishioners who are supporting the construction and upkeep of the facilities. Parish and school events take precedence over all outside requests.

#### General Rules

- A. The facilities governed by this policy include all church property such as the Social Hall/kitchen; brides and grooms rooms, school kitchen, gym, classrooms, and library.
- B. Facilities are available to organizations recognized by the Administration and registered parish members only. Any exceptions must be approved by the Administration.
- C. No alcohol is allowed. (With the exception of parish organizations)
- D. No equipment, supplies or furniture may be removed for personal use.
- E. No permanent displays or decorations may be placed in the facilities.
- F. Temporary decorations in the church facilities may not utilize tape, staples or tacks. Decorations may be suspended from ceiling tile support "Ts" using commercially available brackets, Sticky tack may be used on cement block walls only (sticky tack leaves grease marks on other wall surfaces).
- G. No parish or school organization will be allowed permanent storage space in the church facilities.
- H. No balls or flying objects allowed in the Social Hall or school hallways.
- I. Tables and chairs must be put in proper storage after use in Social Hall and gym.
- J. Please be considerate of others and inform school office of any cancelled reservations.

#### Most events fall into three main categories:

1. Events that do not require additional liability coverage.
2. Events **sponsored** by a parishioner that require additional liability coverage.
3. Events **not sponsored** by a parishioner that require additional liability coverage.
  - Events **sponsored** by a Diocesan parish, school, or Institution
  - Events that are **not sponsored** by a Diocesan parish, school, or Institution with fewer than 40 people and no alcohol is served.
  - Baptism, First Communion, or Confirmation receptions with no alcohol served, regardless of number of people attending.
  - When a parishioner rents a Diocesan facility, for any event other than those listed in above, a Facility Use Application, the Special Events Coverage application, and any applicable rental fees are required. The parish pays the cost of the Special Events Coverage.

- For all events not sponsored by a parishioner that include more than 40 people, the Facility Use Application, the Special Events Coverage application and any applicable rental fees must be submitted to the Diocesan Institution along with a check for the Special Events Insurance coverage two weeks prior to the event.
- If the event sponsor/coordinator can provide proof of general liability coverage in the amount of \$1,000,000 for the event, the special events insurance coverage can be waived. The parish and the Diocese of Lincoln must be named as “Additional Insureds” on the proof (certificate) of insurance.
- If the event sponsor/coordinator is able to provide proof of general liability coverage in the amount of \$1,000,000 for the event, the special events insurance requirement may be waived. The Diocesan parish, school, or institution and the Diocese of Lincoln must be named as “Additional Insureds” on the proof (certificate) of insurance.” [It is not adequate to obtain a certificate of insurance that names the parish/school/institution and Diocese of Lincoln as “certificate holders.”]

## **Making Reservation**

Reservations must be made through the School Office **only**.

No reservations are confirmed until the parish member or a responsible organizations representative signs the “Use of Facilities and Grounds Agreement Form,” this form serves the following functions:

1. Reserves the facility for the date and time requested.
2. Identifies the activity so incompatible functions can be identified (i.e. band concert in the gym and a silent retreat in the parish hall).
3. Releases the Parish and its representative from liability for loss or injury.
4. Informs the user of specific use rules for the facilities and grounds.
5. Records the fees charged and collected.
6. Identifies the number of people attending so efficient use of the facilities can be managed (i.e. groups should be reserving rooms appropriate for the size of their group).
7. All fees and deposits must be paid at the time the “Use of Facilities and Grounds Agreement Form” is signed.
8. Facilities and grounds will not be available during regularly scheduled and Holy Day Mass times and during Lenten services without approval.
9. Reservations made by recognized parish organizations will not be charged a fee and will not be required to submit a damage deposit. (Refer to Parish list)
10. Parish members renting the facilities or grounds for personal functions will be required to pay a fee according to the schedule below and will be required to submit a damage fee of \$250.00.
11. Reservation of the kitchen by a parish member for personal function will be limited to coffee, water and sink use.
12. St. John’s facilities and grounds may not be rented or reserved for personal or group moneymaking projects, with the exception of fund raising activities conducted by the Parish organizations recognized by the Administration.
13. Reservations are made on a “first come, first serve” basis
14. If the Church and Bride’s room are reserved for a wedding, but they do not reserve the Social Hall or meeting room, these facilities can be reserved by others provided their use does not interfere with the parking or other activities of the wedding party.
15. Keys for the facility will checked out in the school office during school hours and returned to the school office after the event by the person signing the agreement.

## **Special Events**

### **Funerals**

1. Funerals have priority for the Social Hall and kitchen with the exception of a wedding.
2. Family gatherings or other functions, which are displaced by a funeral, will be moved to the gym or other suitable church facility based on the group's needs and size.
3. Funerals scheduled during school days will have priority over the Social Hall.

### **Weddings**

Weddings are arranged with the wedding coordinator and the wedding coordinator will inform the scheduler of dates and times. If they are renting the Social Hall or other facilities that should be done through the school office and charged accordingly.

1. The wedding party may reserve the Social Hall and/or kitchen when they reserve the church.
2. If the wedding party does not reserve the church hall or meeting room, these facilities can be reserved by others provided their use does not interfere with the parking or other activities of the wedding party. Use of the additional room(s) will be subject to the fee schedule below. The hall should not be reserved for times that would interfere with a scheduled wedding. This would include set up and clean-up activities in the hall that would interfere with the wedding. This would also include parking problems caused by Social Hall use prior to or after the wedding.

### **Set-up and Clean-up**

1. The user is responsible for setting up the facilities according to their use and must return the facility to its original set-up.
2. All groups and organizations using the facilities or grounds are responsible for seeing that the facility is left in satisfactory condition.
3. Cleaning equipment and supplies will be provided to the user. Specific cleaning instructions will be posted or given to the user at the time of use. Organizations and individual users are responsible for carrying all garbage to the dumpster, cleaning all tables, mopping floors and vacuuming carpets. Users are responsible for removing all trash prior to leaving.
4. Groups reserving the kitchen will find specific guidelines for kitchen cleaning posted in the kitchen.
5. Those groups using the kitchen facilities on a regular basis, or want access to any of the kitchen equipment MUST make arrangements to have those individuals in charge "trained" prior to using the equipment.
6. Reservations of the kitchen by a parish member for personal function will be limited to coffee, water and sink use.
7. Persons, groups or organizations using the facilities are responsible for turning off all lights, closing doors and locking up when they leave the buildings.

## Fee schedule

1. A damage deposit of \$250.00 is required at the time of scheduling and will be returned if the facility is found cleaned and undamaged.
2. Gym. \$50/hour plus the \$250.00 damage deposit.
3. Social Hall, Meeting Room or Bride's room (non-wedding) \$30/hour plus the damage deposit of \$250.00.
4. **Clean-up fee:** if a group or organization prefers not to clean the facility after its use, fees will be charged according to the following fee schedule:
  - Hall cleaning: \$300
  - Kitchen cleaning: \$300
  - Meeting Room Cleaning: \$100

**Family Room:** The family room is designated for the use of families of funeral and wedding parties. These events take priority. The fee to use the Family Room is \$10.00 per hour.

**Note:** Reservations made by recognized parish organizations - will not-be charged a fee and will not be required to submit damage deposit. Any organization required to pay fees is also required to pay a deposit.

\*Recognized parish organizations are defined as those organizations recognized by St. John's with the scheduler. (To be renewed each year.) And have a signed "Use of Facilities and Grounds Agreement Form" on file.

## Exceptions

Requests for exceptions should be made, in writing to the School Administration.

Special events (ex. Harvest Festival, Endowment Dinner, Weddings) may make reservations up to a year in advance to assure the event may be held in the facility.  
All potential users are encouraged to anticipate room needs in advance and make room reservations as far in advance as the policy allows.

Room scheduling will be denied to any user who abuses the above policies.

## Conflicts / Resolutions

Since there is a high demand for the use of the facilities scheduling conflicts may arise. The following procedure will be followed in an effort to resolve them.

Whenever possible we will accommodate regularly scheduled activities and the space will remain available to them.

When accommodation is not possible the Administration will make every effort to find alternatives with conflicting groups.

When accommodation is not possible the Administration will explore alternatives with resident groups using space during the times that conflict.

When there is a conflict with sports scheduling the Athletic Director in consultation with the Administration will come to a resolution.

## **Cancellation**

When a user schedules and confirms weekly or biweekly meetings there will be an administrative charge to reschedule such meetings to another date and time.

When a user schedules and confirms a room and does not cancel the room 24 hours prior to the meeting or does not show for the meeting, the user will be charged for all room set-up plus charges for a late cancellation.

Once space has been released, that space is no longer guaranteed to the original users.

Cancellation of an event that requires a deposit to hold a date will result in forfeiture of the deposit if the cancellation occurs less than (7) days prior to the first reserved date.

## **Smoking**

All St. John's facilities are smoke-free. Smoking is not allowed inside any facility, including outside on the playing fields.

## **Animals**

Animals, except for assistance dogs for the disabled, are not permitted.

## **Equipment**

Sound systems are available for the parish hall and the gym upon request.

The person who reserves the equipment will be responsible for its proper operation and care. Damages to equipment will be charged to that person or organization that has equipment reserved. Audio-visual equipment is to be used only in conjunction meetings or events scheduled in the facilities.

## **No equipment is to leave the building.**

### **Rental of tables and chairs for an event/function outside of the facilities.**

Only parish members may rent chairs or tables for an outside event. This will be determined on a first come/ first serve basis. There is a charge for rental of the chairs and tables. The paperwork for this will be filled out in advance and will include a pick up time and return time to be arranged with authorized personal. There will be a late fee charged if not returned on time.

**At no time should tables and chairs be taken from the Social Hall or any of the other facilities. Use ONLY the ones designated in storage.**

