

HOLY FAMILY CATHOLIC CHURCH

FACILITIES USE, POLICIES, & PROCEDURES

February 2007

HFCC FACILITIES USE

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I. GENERAL GUIDELINES

A. PURPOSE

The Holy Family Catholic Church, also known as HFCC, facility will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of Holy Family Catholic Church as listed below:

“Being centered in Christ, nurtured by the Eucharist, our covenant is to extend Christ’s peace and compassion to all. The mission of Holy Family Parish is to be a loving, joy-filled Catholic community of faith, dedicated to the growth of God’s Kingdom and the living of the Gospel. We are committed to spiritual development through prayer, education, worship and service.”

B. QUALIFICATION FOR USE OF THE FACILITIES

1. Priority for the use of the facilities shall be given to parishioners* and organized groups that are a part of the ministry, organization, or sponsored activities of Holy Family Catholic Church as follows:

- a. Parish-sponsored committees, council, groups and programs
- b. Appropriate religious functions for parishioners
- c. Other charitable organizations as sponsored by parishioners
- d. Non-parish groups/organizations as approved by the Facilities Coordinator

*Parishioners are officially registered and participating members of the parish for a period of one year.

2. The facilities and equipment of HFCC will be made available only to non-parishioner groups that meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of HFCC.
- b. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.
- c. Groups that are known to HFCC. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders.

3. HFCC reserves the right to cancel any use agreement at any time if group is not in compliance with Holy Family Catholic Church’s mission and *Facilities Use, Policies & Procedures Guidelines*.

C. OPERATIONS

1. Building Access

Keys may be provided to the leaders of the various parish committees on a permanent basis. Others will be required to pick up a key during office hours or make arrangements for having someone meet to unlock the building. Arrangements will be made for key return through the Facilities Coordinator. Only parish office staff will be furnished with keys to the separate Office and Administration area.

2. Building Hours

Facilities are available between 8:30 a.m. – 10:00 p.m. Any use outside these hours must be approved by the Pastor or Facilities Coordinator.

3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the parish office by the Facilities Coordinator. Office hours are 8:30 a.m. – 4:00 p.m. Monday through Friday. Scheduling requests should be made on a *Building Use Form*. All non-parish sponsored groups must provide a copy of a Certificate of Insurance. (See #5 below.)

4. Reservation Form

When a reservation request is made, a copy of the *Facilities Use Guidelines* and an *Event Request/Rental Agreement Form* shall be given or sent by HFCC to the requesting group. The event will be put on the church calendar once the Facilities Coordinator approves the request, and the security deposit, *Meeting Request/ Rental Agreement Form*, and Certificate of Insurance (for all non-parish sponsored groups) are completed, signed and returned to Holy Family.

5. Insurance

There are risks connected with activities. Holy Family Catholic Church is not responsible for injury to someone participating. This includes suits and demands whatsoever in law or in equity.

Holy Family is required *by the Diocese* to have \$1,000,000 liability insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the Holy Family Office (373-4696) to arrange coverage. We will process the necessary paperwork and forward it to the Diocese with your check of \$100 to obtain the proper coverage. A Facility Usage/Indemnity Agreement must also be signed when non-parish sponsored or affiliated groups use parish facilities. In certain situations (such as adult athletic participation or a craft fair), an Adult Hold Harmless/Indemnity Agreement must also be signed.

D. FACILITY FEES*

There will be no charge for use of the Worship Area for parishioners' religious services (weddings, funerals, etc.), and no building use fee will be charged to parish-sponsored groups. However, there will be a rental charge to both parishioners and non-parishioners for use of the facility for non-parish sponsored activities. There is also a standard, refundable security deposit fee of \$250. This security deposit will be refunded in entirety, unless there is damage to the facility or the rented area is not left clean.

FACILITY RENTAL FEES* - Non-Parish Sponsored Events

	<u>PARISHIONER</u>	<u>NON-PARISHIONER</u>
MAIN WORSHIP SPACE	No Charge	\$650
CHAPEL	No Charge	\$100
GATHER AREA/KITCHEN	\$100	\$200
CLASSROOM(S)	No Charge	\$15/Hr./Room
Conference Rm.	\$35	\$50
GYMNASIUM (Sports)	-----	\$50/Hr. -----
GYM/PAC KITCHEN (Receptions/Mtgs.)	\$350	\$850 (Plus)
NURSERY/PLAYGROUND)	No Charge	\$25/Hr.
ENTIRE FAMILY RECREATION AREA:	\$75	\$350
• PICNIC PAVILION		
• SOFTBALL FIELD		
• SOCCER FIELD		
PICNIC PAVILION	\$50	\$200
SOFTBALL FIELD	\$25/2 hr.	\$ 50/2 hr. \$200/Season
SOCCER FIELD	\$25/2 hr.	\$ 50/2 hr. \$200/Season

EQUIPMENT RENTAL FEES

There will be a \$25 rental fee for the use of parish-owned audio/visual equipment for all non-parish sponsored groups.

*Fees may be adjusted depending upon # of participants, event, or organization for non-parish sponsored activities.

A parishioner is defined as a registered and contributing member of Holy Family Parish for at least 1 year (prior to an inquiry and reserving space.)

E. ALCOHOL BEVERAGE POLICY

The serving of alcoholic beverages is prohibited during services and hours of religious education. Serving to minors is prohibited at all times. Open, unsupervised serving of alcohol is prohibited at events at which minors are present.

F. NON-SMOKING POLICY

All in-door facilities are designated non-smoking.

G. INTERIOR USE GUIDELINES

NOTE: Non-parish groups planning to use the facilities **must** meet with the Facilities Coordinator to finalize plans for set up and use of equipment **BEFORE** final permission will be granted.

1. Groups are restricted to only those areas of the building and grounds it has reserved. **Children must be under adult supervision at all times!** They are not allowed to run through the building or enter areas not reserved for their event.
2. There shall be **no** illegal drugs allowed in the buildings or on the grounds.
3. There shall be **no** alcoholic beverages allowed in the buildings or on the grounds unless **PRIOR** arrangements have been made.
4. Smoking is prohibited in all inside facilities.
5. Food and beverages will not be allowed in classrooms or anywhere other than the Kitchens and Gather Area without specific prior approval of the Facilities Scheduling Coordinator. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages.
6. Any group using a room must return table and chairs and all fixtures to their original position after use.
7. Church equipment, tables, and chairs, etc. are available only on request. Classrooms, audiovisual room and kitchens will remain locked unless use is specifically requested.
8. Restrooms must be kept clean.
9. The **Kitchen near the Gather Area** is designed mainly for **warming purposes**. Major food preparation should be done off premises. Refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules* attached.
10. The **Kitchen in the Parish Activity Center** can be used for meal preparation. However, professional caterers are encouraged to prepare meals off premises. Refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules*.
11. There shall be no furnishings of any kind removed from the building without permission.

(continued)

12. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, etc. from walls or windows, only use Removable Poster Tape.
13. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
14. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.

H. EQUIPMENT, FURNISHINGS, AND SUPPLIES

1. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from the church for any personal use.
2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. A list of equipment and room capacities is available in the Facilities Scheduler's office. In some instances special arrangements can be made to move equipment.
3. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

NOTE: Non-parish groups planning to use the facilities must meet with the Facilities Coordinator to finalize plans for set up and use of equipment BEFORE final permission will be granted.

I. GAS GRILL USE

Strict liability insurance requirements limit the use of Holy Family's gas grill for all non-parish sponsored events. Permission to use the grill by parishioners must be given by the Church Office (Fr. Ed or Facilities Coordinator). Use is restricted to church property only. For non-parish sponsored events, the parishioner will be required: 1) to provide additional liability coverage insurance from his/her own insurance company; 2) to sign a Facilities Usage Indemnity Agreement; and 3) to verify he/she knows how to use the grill safely. [A copy of the grill's operating instructions will be provided each time the grill is used. An ABC fire extinguisher is located in Pavilion for emergency use. A water source is also available in the Pavilion in case it is needed.] The grill may not be removed from Holy Family grounds for personal use at any time, and it must be thoroughly cleaned after use.

It is the policy of Holy Family to allow only parishioners use of the grill.

J. EXTERIOR USE GUIDELINES

1. Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway).
2. Prior approval must be arranged if events are to be scheduled during liturgies.
3. The drilling of holes in the parking area pavement (for tents), or any other alteration of the exterior grounds or facilities is permitted only by permission. Any approved changes must be returned to original condition following usage.
4. Trash should be disposed of in the dumpster.

K. SET-UP

1. Non-parishioner groups using the facility shall set up for their event unless prior arrangements have been made.
2. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place.
3. Posters, decorations, etc. shall not be attached to walls or ceilings without prior approval.

L. CLEAN-UP

1. All groups using the facility shall be responsible for cleaning up the space.
2. All furnishings and equipment shall be arranged or returned to their original positions.
3. The space shall be left clean and all trash or garbage shall be disposed of in the dumpster.

M. GENERAL CONDITIONS

1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.
 - a. A competent leader 21 years of age or over must be present during all hours of negotiated use.
 - b. All youth groups shall require adequate adult supervision.
 - c. Smoking, use of smokeless tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.
 - d. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.
2. HFCC reserves the right to have a representative present at any meeting/function held at HFCC.
3. Holy Family Catholic Church will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
4. All groups/organizations agree to pay for any and all damages to premises.
5. Use of the HFCC facility does not imply endorsement or sponsorship of the event in any way by HFCC.
6. Holy Family does not allow rental of our facility to any for-profit group intending to make money during an event at our facility.

II. KITCHEN USE GUIDELINES

- **ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF HFCC AND ARE NOT FOR GENERAL USE**
- **PROVIDE ALL PAPER PRODUCTS -- ITEMS IN CUPBOARDS, PANTRIES, AND REFRIGERATORS ARE NOT FOR GENERAL USE**
- **DISPOSE OF ALL LEFTOVERS. DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR**
- **ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE**
- **WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)**
- **TURN OFF STOVE AND ALL OTHER APPLIANCES**
- **CLEAN TRAYS IN WARMING OVENS IF SOILED**
- **WIPE OFF COUNTERS, RANGE TOPS, MICROWAVES**
- **CLEAN SINKS OF ALL DEBRIS**
- **SWEEP AND MOP FLOOR IF NECESSARY**
- **RECYCLING IS ENCOURAGED -- PLEASE REMOVE ALL RECYCLABLES TO RECYCLE CENTER (CLOSEST IS WILSON PIKE)**
- **REMOVE ALL TRASH TO DUMPSTER IN PARKING LOT**
- **TURN OFF LIGHTS WHEN YOU LEAVE**

PLEASE DIRECT ALL QUESTIONS TO FACILITIES COORDINATOR.

GYM USE GUIDELINES

Use/Scheduling

All requests to use the Gym must be made to the Facilities Coordinator (373-4696, Ext. 223). At least two weeks prior to an event, please fill out an Building Use Form in the Office. If your request is approved, the Facility Coordinator will notify you and reserve the Gym on the parish calendar. The Gym may be used for non-sporting events (such as receptions and dinners) and other special requests.

Insurance

Individuals who use parish premises for non-parish sponsored activities are required to provide the parish with a Certificate of Insurance documenting \$1,000,000 general liability coverage and ***naming Holy Family Catholic Church and the Diocese of Nashville as additional insureds***. A Facility Usage/Indemnity Agreement must also be signed.

If sports are involved, Holy Family **additionally** requires adults (who are at least 18 years of age) to sign an Adult Hold Harmless/Indemnity Agreement, one signed agreement per individual, per season.

Children

Due to the possibility of serious injury, our insurance company advises us that **children should not be on the court or on the stage when adults are playing sports**. Please reserve a ***separate*** room for the children to play in and provide a ***responsible adult (over the age of 18) to supervise*** the children at all times.

Statistics

Gym floor occupancy capacity is 458.
Bleacher capacity is 306.
Stage capacity is 217.

GYM Rules

1. **No open or walk-in usage** allowed for insurance and security reasons.
2. Gym floor must be “mop-swept” (dry mopped) **both before and after every use** and dirt **disposed of** in waste container.
3. For basketball, use only white light switches (5 minute warm-up). Black switches are halogen for banquet lighting. Don't put both on at same time – they will burn out!
4. No black-soled or street shoes allowed on the gym floor. Only proper court shoes are allowed in the gym.

Gym Policy (continued)

5. Dunking the basketball is prohibited on all rims. Hanging on rims, nets or basket supports is prohibited.
6. No food or drink allowed in gym unless protective flooring is in use.
7. Thermostats – Temperature in gym is pre-set according to pre-arranged gym use. Do ***NOT*** adjust temperature controls. If temperature needs re-setting, please contact the parish Office (373-4696, Ext. 223) during regular working hours (8:30 am – 4 pm).
8. No smoking allowed.
9. A ***parent*** (or a ***responsible adult 18 years or older***) ***must supervise*** children at all times on Holy Family premises.
10. Children may not use the stage for playing. The stage is to be used for performances only. Children are not allowed on the stage except for supervised program performances.
11. Playing or climbing is not allowed on the bleachers.
12. No indoor soccer.
13. Please request when scheduling use of all gym equipment before using.
14. All sports equipment to be returned to storage before leaving area.
15. **Turn OFF all gym lights when leaving.**

Please notify the parish Facilities Coordinator (373-4696, Ext. 223) of any problems.

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**IV. HOLY FAMILY CATHOLIC CHURCH
BUILDING USE FORM**

Key # Issued _____

Date of Event _____ Size of Group _____

Space Requested _____ Parish Sponsored ___ Non-parish Sponsored ___

Group/Organization _____ Purpose _____

Contact Person _____ Tel. _____

Address _____ City/St. _____ Zip _____

“Point Person” for Clean-up _____ Telephone _____

Hours Requested From _____ To _____ Set-Up Date/Time _____

Equipment Requested* _____

Easels/Paper _____ VCR/TV _____ Overhead Projector _____ Screen _____

Tables (Round) _____ # Tables (Long) _____ # of Chairs _____

Sound System _____ Microphone _____ Dance Floor** _____

**Dance Floor (Required for all events in gym with music)/Pick-up Date _____

Other _____

***Note:** Any equipment or items brought in will need prior approval by Facilities Coordinator.

Please initial checked items and return to Facility Scheduling Coordinator @ HFCC.

_____ I have read and fully understand the Facilities Use Policies for HFCC and agree to abide by these policies. All the information provided by me is true.

_____ Facility Use/Indemnity Agreement (To Be Signed & Returned)

_____ Adult Hold Harmless/Indemnity Agreement (To Be Signed & Returned)

_____ Certificate of Insurance - Either thru H.F. _____ or: Own insurance _____

_____ \$250 Refundable Security Deposit

_____ Rental payment of: _____ (Received check # _____)

Event Organizer Signature

Date

Facilities Scheduling Coordinator

Date