

St. John Neumann Catholic Church

Facility Use Guidelines - Church and School

These policies apply to both Parish and Non-Parish Sponsored Events. All events must receive prior approval before scheduling the use of the facilities. A confirmation letter will be sent upon approval but reservations are subject to cancellation on short notice. Facilities may not be available during holidays, school and office closures.

A **Parish sponsored event** includes but is not limited to: all committees, support groups, and Religious Education for the communities of St. John Neumann Catholic Church. A Parish Sponsored Event requires an annually Updated Use Agreement. There will not be any rental fees or liability insurance required. A Diocesan wide event is **not** considered a Parish Sponsored Event.

A **Non-Parish Sponsored Event** includes but is not limited to: wedding receptions, private parties for Baptisms, Confirmations, First Communions, anniversaries, birthdays, showers, family reunions, retirements, and awards banquets. All Non-Parish Sponsored Events require a \$1 Million Liability Insurance Policy that is either owned by the Lessee or purchased from the Diocese. A Use Agreement and Facility Usage Indemnity Agreement is required for the event. If an event is over 150 people, an event manager will be assigned by the Parish. If an event at the school is over 250 people, the responsible party must arrange for additional restroom facilities at their own expense. Charges for cleaning, event manager, cancellation or damages will be deducted from deposit and remaining amount is returned to Lessee.

Reservation of Facilities

Priority of Use:

1. Worship and Liturgy (Church) / SJN School
2. Religious Education
3. Official Parish Boards / Councils
4. Parish groups/ministries
5. Parishioner requests
6. All others

Space may be reserved by submitting written requests to the Parish Office. For more information or availability, call (803) 788-0811 Monday-Friday 9:00am-4:00pm.

Requests for use of the facilities (except funerals) must be submitted at least 8 weeks prior to the event. Non-Parish Sponsored events require a deposit. Please make payments, including the Diocesan liability insurance fee, payable to St. John Neumann Church. All paperwork and fees must be returned to the Parish Office. Fees are listed at the end of this agreement. In the event of a cancellation, a \$50 fee will be applied.

All events must end by 10:00 pm with clean up completed by 12:00 am (midnight). A charge of \$50/hour after Midnight will be applied. Only the Pastor can approve any exceptions. Events at Gillin Hall cannot conflict with scheduled Masses.

Liability Insurance

The Diocese of Charleston requires a \$1 million liability insurance policy with endorsement page for any Non-Parish Sponsored Event, e.g., wedding receptions, anniversary parties, birthday parties, etc. The parish office must receive an application and payment at least 45 days prior to the event. Make check payable to **“St. John Neumann Church”** (see *Application for Special Events Coverage* form). Funeral receptions are considered by the Diocese to be an extension of a church function and do not require insurance coverage.

If the Lessee has their own \$1 million liability insurance policy with endorsement, they must submit a non-expired certificate of liability insurance and endorsement page using the **exact verbiage**, as provided in the example, to the Parish Office instead of obtaining the Diocesan insurance at least 45 days prior to the event. **A new certificate and endorsement page must be submitted prior to the expiration date.** You do not need to include reference to specific types of service, dates or names of events.

Further information regarding special events coverage may be found in the SPECIAL EVENTS COVERAGE packet assembled by Catholic Mutual.

Definitions

Event Manager

An Event Manager will be assigned by the parish for all Non-Parish Events with 150+ attendees. The Event Manager will coordinate the event with the Lessee. The Pastor also has the discretion to assign an Event Manager as needed.

Security

It is the responsibility of the Event Manager, if assigned, or the Lessee to secure the building before, during, and after an event. The responsible party will make arrangements for key access prior to event and return all keys by the next business day following the event.

Supervision of Children

An adult must directly supervise all persons under 18. Behavior for adults and children inconsistent with the mission of St. John Neumann, including abusive or profane language or violent behavior, will not be tolerated at any time and is subject for immediate removal from the property without refund.

Smoking and Alcohol

These are smoke-free facilities and smoking will not be permitted anywhere on the premises.

The intended use of alcoholic beverages must be acknowledged when signing the St. John Neumann Catholic Church/School Facility Request Form. For the use of alcoholic beverages, all local state and federal laws, as well as Diocesan policies, must be followed. No alcohol can be served by or to minors. Any violation will result in immediate termination of the event.

Two named bartenders will serve alcohol at the event for both Parish and Non-Parish Sponsored Events. Bartenders must follow all state and federal laws in order to serve. Bartenders will not consume alcohol at any time during the event.

Pets

No pets are allowed on the premises other than service animals.

Supplies

Paper products are available for Parish Sponsored Events. Non-Parish Sponsored Events must supply their own.

Decorations

Nails, tacks, glue, or tape of any kind may **NOT** be used on walls, doors, windows, or furnishings. **NO** rice, confetti, birdseed, or similar substances may be thrown anywhere inside or outside the premises. **Do not** make any modifications to existing equipment or decorations.

Set-Up

There is no rental charge for time spent for set-up. If special arrangements are needed, coordinate this with the Event Manager. If the furniture in a room has been rearranged, it must be replaced as found and all articles returned to the proper storage area.

Clean Up

After all events, the Lessee is responsible for clean up. Clean up must start immediately at the end of the event. There is no rental charge for time spent cleaning up after the event unless clean up goes past midnight. If clean up goes past midnight, there will be a charge of \$50 per hour or portion thereof. Cleaning charges will be taken from the deposit.

See *Set-Up* above for how the room is to be left. The Event Manager will walk through the gym and/or cafeteria with the Lessee after to the event and indicate the condition of the premises on the *Facilities Checklist*. Both the Lessee and the Event Manager should sign this form.

This checklist will be used to determine if the deposit is refundable in whole or in part. If there is no damage, and the facility is clean for the next person's/group's use and the keys are returned, then the entire deposit is returned to the Lessee. In the event that it is determined that additional clean-up will be required, or damage is found, or the keys have not been returned, the Lessee agrees to forfeit such amount as is necessary to cover the cost of the additional cleaning or damage repairs from their deposit.

Cleaning expectations are outlined in the *Facilities Checklist*.

Personal items and equipment must be removed from the facility promptly. Any item that has been left for more than 2 weeks will be donated to a charitable organization. In the event of a spill, etc., only approved cleaning supplies may be used. Immediate clean up is expected.

Any damaged or non-working item **MUST** be reported to the Parish Office (788-0811) or to the Event Manager immediately.

Kitchen Policy

Groups using the kitchen are required to clean it as listed on the Facilities Checklist. Leftover food must be removed from the facility the same day. No items may be stored in the refrigerator/freezer prior to, after or overnight of the event. Absolutely no kitchen equipment is to be removed from the building at any time. All personal items left in the kitchen for longer than two weeks will be donated. Please call parish office with any questions.

Catering Policies

1. The Caterer must submit a current copy of their business or catering license to the Parish office.
2. The Caterer must show and maintain proof of their own \$1 million liability insurance policy. A copy of the policy and Certificate of Insurance will be kept on file at the Parish Office.
3. The Caterer must also sign the Facility Usage/ Indemnity Agreement form.

Deliveries

Deliveries are to be made through the main door to Gillin Hall or through the door to the kitchen. Deliveries to the cafeteria or gymnasium should be made through the main doors of the gymnasium building. Any deliveries prior to the event must be scheduled with the Event Manager/Lessee. Please call the office prior to delivery if other arrangements need to be made.

Fire Lanes

There is no parking in the fire lanes and no blocking the gate at any time. The area in the upper parking lot at the church and between the soccer field and back of the gymnasium building at school are considered fire lanes. Any violators will be ticketed and towed at their own expense.

Maximum Capacities

Gillin Hall: 125 Persons

Gymnasium: 750 Persons

Cafeteria: 100 Persons

Fees

- Deposit (Refunded after event less cleaning fees, cancellation fee etc.) \$500
- Rental - Gillin Hall Min. \$200 for 4 hrs. plus \$100/hr.
- Rental - Kitchen Full Usage \$100
- Rental - Gym Min. \$400 for 4 hrs. plus \$100/hr.

- Rental - Cafeteria Min. \$100 for 4 hrs. plus \$25/hr
- Liability \$120 per event, \$125 if overnight
- Event Manager - Subtracted from Deposit (double if alcohol served) Min. \$125 for 5 hrs. plus \$25/hr.

- Cleaning - Subtract from Deposit Min. \$80 for 2 hrs. plus \$25/hr.
- Clean up past midnight \$50/hr.
- Cancellation \$50

Additional Wedding Fees (Paid directly to provider)

- Parish Wedding Coordinator \$200.00 (required)
- Altar Servers (arranged by Wedding Coordinator) \$25.00 each (suggested honorarium)
- Parish Keyboardist (request list) \$150.00 or more
- Cantor or other Musician (request list) \$150.00
- Priest/Officiant Honorarium Customary, but at your discretion
- Donation to Parish Customary, but at your discretion
- Church for non-parishioners (or children of parishioners) \$200.00