

Facility Use Policy

INTRODUCTION

Espiritu Santo Catholic Church (the Parish) provides facilities to Parish affiliated organizations and ministries and to outside groups to foster the spirit of community outreach. For purposes of the facility use policy set forth below, Parish Facilities include the Church Building, Parish Center, Gathering Room and John Bosco Center. Parish affiliated organizations include but are not limited to ministries of the Diocese of St. Petersburg, Parish Outreach Ministries, Parish sponsored auxiliary organizations and the Knights of Columbus. Use of the Parish Facilities must be in keeping with the policy set forth below. We ask that you treat our faith community's facilities with proper respect.

PRIORITY OF USE SHALL BE AS FOLLOWS:

1. Parish staff scheduled ministry events
2. Diocesan and Parish affiliated organizations
3. Outside group events

Should a scheduling conflict arise after a facility has been scheduled, the event scheduled first, will be given preference. In all cases, solutions acceptable to all parties will be our primary goal.

REQUESTS AND SCHEDULING

Prior to facility use, a thorough understanding of the Facility Use Policy shall be acknowledged along with agreement as to the responsibilities of the user and the Parish. Outside groups wishing to use the facility will furnish a certificate of insurance for liability and property damage naming and protecting the interests of the Diocese of St. Petersburg and Espiritu Santo Catholic Church.

All requests for meetings shall be received by the Church office and will be approved as soon as it can be reviewed by the Facility Scheduling Coordinator. Requests for use of Facility for special events will first be reviewed for scheduling conflicts with other users of the facilities by the Parish Life Committee (which meets on the 1st Tuesday of the month) and then reviewed and approved by the Pastoral Team (which meets on the 2nd and 4th Wednesday of the month).

RULES

1. Requests for use of the facilities for meetings and all other allowed activities must be in writing ("Facilities Request Form") to the Facility Scheduling Coordinator. The Activity/Facility Request form is available on the Parish's website for use by Parish staff and designated individuals in Parish affiliated organizations.
2. Facility use and events can only be approved after the annual June Staff Planning Meeting for the July 1 to June 30th pastoral year. This is to insure that Parish staff ministry events are given scheduling priority. After the staff planning day, use of facilities will be approved on a first come basis.
3. Normal hours for meetings are 7am – 10pm weekdays; 7am – 10pm on Saturday and 7am to 2pm on Sundays. All groups must vacate the building by close of business unless prior approval has been requested and granted. A Custodial Fee (minimum of 1 hour) of \$40/hour must be paid in advance by ALL parish-affiliated organizations and outside groups using parish facilities outside normal working hours.

4. All incidents of damage must be reported to the designated Facility Scheduling Coordinator. The group using the facility is responsible and will be charged for damage to any property or furnishings. Payment is expected within 30 days.
5. Without prior written approval, the use of ALL electronic equipment is prohibited.
6. Due to the size our parish, the number of organization and ministries, the variety of events, and liability issues, we are not able to offer Parish Facilities for private parties, weddings or other social functions by individuals or parishioners.
7. Meetings, activities or events that result in private financial gain are expressly prohibited.
8. Smoking in any parish facility is strictly prohibited.
9. With prior written approval, wine and beer may be served, free of charge, in the Parish Center and John Bosco Center. Consumption of ALL other alcoholic beverages at any Parish Facility is strictly prohibited.
10. Groups using the Parish Facilities are responsible for coordinating the set up and cleanup with our maintenance staff according to their special needs.
11. Groups using the Parish Facilities are responsible for providing paper and plastic products for their events unless prior approval is received by the Pastoral Leadership.
12. Any group or individual using parish facilities will be held responsible for the proper use of the facility and equipment located therein. We ask that you return the facility and equipment in the condition in which you found it. The movement of any items, other than tables and chairs, from their normal place is prohibited without prior approval.
13. Failure to agree or comply with these policies will result in refusal to organizations and groups for future use of any Parish Facility. Approved users of the Parish Facilities will be held liable for damage done to equipment or the building.
14. Liability Insurance Coverage (outside organizations/groups) is required. Groups must purchase Special Events Liability Insurance through the Diocesan approved Catholic Mutual Group or its assigns or alternatively, complete a Diocesan approved License Agreement and provide \$1,000,000 in liability coverage which must name Espiritu Santo Catholic Church and the Diocese of St. Petersburg as additional insured.
15. Fees (outside organizations/groups) to cover the cost of electricity, air conditioning, labor, etc. are due 2 weeks in advance of the date the facility is used.

Organization: _____ Representative: _____

[] I have read this policy and agree, on behalf of my organization, to abide by them.