



# Blessed Sacrament Church

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## **BLESSED SACRAMENT PARISH FACILITIES USE POLICY**

In recent months the Blessed Sacrament Parish Council has undertaken a review of the current demands for uses of the Church facilities. The Council has determined that the current use policy needs to be revised to more clearly define the terms, conditions and costs of facilities usage so they can be more uniformly applied to all users. The goal of the Parish Council is to encourage more use of the facilities by Blessed Sacrament Parish Members by (1) reducing barriers to usage such as fees and costs; and (2) minimizing the risk that a scheduled event will be administratively preempted or cancelled by a funeral or other Church priority event. The current primary costs to any potential user are a facility usage fee, insurance costs, and damage deposit. This policy is intended to define those instances in which insurance, usage fees and deposits are required; and also to encourage Parish-wide faith enrichment, fellowship, social interaction and participation in events conducted on campus.

### Facility Usage Fees

Most Parish members wishing to use church facilities are not charged a fee for use of the facilities, but may be required to post a damage deposit. The Council recognizes, however, that some events presumptively should be charged a fee because by their nature they will cost the Parish more in terms of utilities, maintenance, staff and other inputs than most other uses. The following are examples of events that require a usage fee:

- Wedding Receptions
- Private Events with more than 75 People in Attendance
- Non-Profit/Charitable Fund Raisers

This list is not exclusive, and other events in the nature of those listed are subject to a usage fee as determined by the Pastor or his designee, in consultation with the Council.

## Kitchen Use

The kitchen is equipped with many industrial grade appliances and equipment unfamiliar to most users. The Parish has in the past incurred damage to appliances and equipment because of the user's inexperience in operating it. Many of the appliances and other equipment items in the kitchen pose a risk of serious injury to inexperienced users and persons unaccustomed to being around such equipment – especially children. **ABSOLUTELY NO CHILDREN UNDER AGE 14 ARE PERMITTED IN THE KITCHEN FOR ANY REASON. USERS ARE EXPECTED TO STRICTLY ENFORCE THIS RESTRICTION.** The Council has determined that while the kitchen is being used, a staff member familiar with the appliances and equipment may be required to be on the premises or immediately available to advise and monitor use of the kitchen facilities, appliances and equipment. Therefore, regardless of the nature of the event for which the facilities are being used, anyone who wishes to use the kitchen facilities will be charged a fee for that use, and where required, the cost of staff at \$20.00 per hour. These fees are used for consumables and equipment expenses, and to offset the cost of staff to monitor kitchen use. "Use" of the kitchen facilities contemplates that the user is using the appliances, equipment and/or consumables for food preparation, serving and/or storage for their event. The fee applies to such uses. When the user is merely accessing the kitchen to make coffee or perform other minor tasks where no appliances, equipment or consumables are used, and no food is being prepared, served or stored, there is no fee.

In no event will a Parish member be denied use of the facilities for an approved use if he or she cannot pay the usage fee. Waivers of the usage fee can be made on a case-by-case basis only by the Pastor or his designee, in consultation with the Council. Users not otherwise charged a fee for their use of church facilities are encouraged to consider a goodwill offering for their use.

The following fees are established for use of church facilities per event:

-Parish Hall	\$ 75
- Kitchen	\$ 50 (plus \$20 per hour staff costs where applicable)
- Room 107	\$ 35
- Theater	\$ 35
- Classrooms	\$ 10 each (\$100 maximum)
- Audio/Visual/Computer Equip.	\$ 10 per item

## Insurance

There are instances in which facility users are required to obtain \$1,000,000 supplemental insurance coverage for potential liabilities arising from an event conducted on campus. The supplemental insurance is a requirement of the Parish/Diocesan insurance policy. When required, the supplemental insurance must be obtained from the Parish/Diocese insurer, Catholic Mutual Insurance. The cost of the supplemental insurance is set by the insurer and is currently \$95.00 per event. Generally speaking, supplemental insurance is not required for an anticipated use if: (1) the Parish has full control or final decision making authority over the event; (2) any

fees associated with the event flow through Parish accounts; (3) the event is open to all Parish Members; (4) the purpose of the event is to facilitate learning, raise funds for the Parish, or to provide a social service on behalf of the Parish; and (5) the organizer of the event is a Parish employee or volunteer. If the event does not meet all five criteria, supplemental insurance is required. Examples of events which require supplemental insurance include:

- Any Event Where Alcohol is Served
- Wedding Receptions
- Non-Profit/Charitable Fund Raisers
- Private Events/Celebrations Not Open To All Parish Members

This list is not exclusive, and other events in the nature of those listed are subject to the supplemental insurance requirement as determined by the Pastor or his designee, in consultation with the Council. Certain organizations which regularly use the church facilities such as Knights of Columbus may avoid purchasing per event supplemental insurance by filing with the Parish office a Facility Usage/Indemnity Agreement and a current Certificate of Insurance documenting general liability coverage in the amount of at least \$1,000,000 per occurrence and naming the Parish/Diocese as additional insureds.

In no event will a Parish member be denied use of the facilities for an approved use if he or she cannot pay for the required supplemental insurance. Arrangements for the Parish to pay the cost of supplemental coverage may be made on a case-by-case basis by the Pastor or his designee, in consultation with the Council.

#### Damage / Clean-Up Deposit

Any use of facilities will also require a damage/clean-up deposit. The purpose of the deposit is to ensure that facilities are thoroughly cleaned and put back to the order in which the user found them prior to his or her use. This includes all classrooms, the Parish hall, kitchen, restrooms and any other areas used. If the premises or equipment are damaged beyond ordinary wear and tear by the user, the deposit will be applied to offset the cost of repair or replacement. If the premises are not cleaned up and put back to order after the event, the deposit may also be used to pay custodial staff to clean up the premises. Any deposit not used for damage costs or clean-up will be refunded to the user within five business days after the event.

The following Damage/Clean-Up Deposits are established for facility use per event:

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|---------------|------------|
| - Parish Hall | \$ 75      |
| - Kitchen     | \$ 50      |
| - Room 107    | \$ 35      |
| - Theater     | \$ 35      |
| - Classrooms  | \$ 10 each |

In no event will a Parish member be denied use of the facilities for an approved use if he or she cannot pay the damage deposit. Waivers of the deposit fee can be made on a case-by-case basis only by the Pastor or his designee, in consultation with the Council.

### Alcohol On Premises

Users of the church facilities are permitted to serve alcohol at their events. However, the alcohol must be provided by the event sponsor. The event may not be BYOB (bring your own bottle). The alcohol must be served by persons 21 years or older who are specifically designated by the sponsor to serve alcohol. No alcohol may be served to persons under 21 years of age. Event sponsors may not sell alcohol to the participants, except where the sponsor is a civic, charitable, educational or fraternal organization which has acquired a special license to sell alcohol at its event. The Parish reserves the right to refuse an event sponsor permission to serve or sell alcohol for any reason in the discretion of the Pastor or his designee, in consultation with the Council.

### Conflicts with Church Events

Users of the church facilities must understand that Church events and activities take precedence over all other uses of the facilities by Parish members. Except as discussed in the next paragraph, any scheduled event in which the Church facilities are being used is subject to being administratively preempted or canceled with or without notice to the user if the facilities are needed for a Church event or activity such as a funeral or other unanticipated event. To minimize the risk of administrative cancellation of a scheduled event, and to the extent possible, the Pastor will avoid scheduling funeral masses and other unanticipated events in conflict with a scheduled event. If a funeral mass or other unanticipated event must be scheduled on the same day as a scheduled event, the Pastor or Parish scheduler will use best efforts to accommodate both uses either by reassigning available facilities or scheduling times to avoid overlap of uses. However, if conflict of uses is unavoidable, the Church event or activity will take precedence and the scheduled event will either be moved in time or cancelled.

The Council has determined that in order to encourage more use of the facilities by Parish members and Parish/Diocese affiliated organizations, certain scheduled events which require long term planning and pre-reservation of the facilities will not be subject to administrative preemption or cancellation under this policy. Specifically, wedding receptions and events where 75 or more persons are expected to be in attendance (“exempt events”) are not subject to administrative cancellation or relocation within the facilities, provided that the facilities are reserved at least 30 days in advance of the scheduled event. If the facilities are reserved for an exempt event at least 30 days before the event, such event will take precedence over unanticipated church events which would otherwise coincide with the scheduled event. Except upon permission of the Pastor in consultation with the Council, the church facilities may not be reserved by a Parish member or Parish/Diocese affiliated organization more than one year in advance of the scheduled event.

Exempt events may not be scheduled on consecutive days. However, the Parish scheduler may schedule wedding receptions and events where 75 or more persons are expected to be in attendance on consecutive days, with the understanding that the event second in time is not exempt and may be administratively canceled or relocated within the facilities consistent with the terms of this policy.

Use by Non-Parish Members or Organizations

The Council believes that reserving use of the facilities to only Parish members or Parish/Diocese affiliated organizations will maximize availability of the facilities to the Parish and minimize risks associated with users having no affiliation or accountability to the Parish or Diocese. Therefore, use of the Church facilities is generally reserved for Parish members and Parish/Diocese affiliated organizations. Use by non-Parish members or non-Parish/Diocese affiliated organizations may be permitted on a case-by-case basis by the Pastor or his designee, in consultation with the Council. In all events where the facilities are used by non-Parish members or non-Parish/Diocese affiliated organizations, such users must obtain supplemental liability insurance from Catholic Mutual Insurance Company. Usage fees, deposits, requirements of staff on premises, and any other appropriate terms and conditions of use by non-Parish members or non-Parish/Diocese affiliated organizations will be determined in the discretion of the Pastor or his designee, in consultation with the Council. In no event may the church facilities be reserved by a non-Parish member or non-Parish/Diocese affiliated organization more than six months before the scheduled event.

Adopted by majority vote of the Pastoral Council on September 13, 2010.

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Fr. Brian Lane, Pastor

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Ken Jimmerson, Council President

**PLEASE SIGN AND RETURN THIS PAGE TO THE PARISH OFFICE**

I have read and understand the above *Blessed Sacrament Parish Facilities Use Policy* and agree to abide by its terms during my scheduled use. Any required damage/cleaning deposit will not be returned until after the event has been held and facilities are cleaned and returned to the order in which I found them. If it is determined that the facility (to include floors, bathrooms, chairs, tables, trash cans, equipment, dishes, utensils, etc.) has not been returned to an acceptable condition, the Parish will use the deposit to have the facility cleaned/repaired and return any unused portion of the deposited funds to the Event Sponsor.

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Signature of Event Sponsor

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Date