

# ---Parishioner's Copy---

## RULES AND REGULATIONS FOR THE USE OF HOLY NAME PARISH FACILITIES

Holy Name Catholic Parish, 408 Willow, Coffeyville KS 67337, 620-251-0475

*A note about using rooms or buildings at Holy Name...*

All scheduling of parish facilities—Marian Hall, Parish Hall, or Gymnasium (including school grounds) takes place in the rectory by the parish secretary during office hours (9-5) at the number and address above. The church building is not for rent; speak with those in the rectory regarding specifics in weddings and so forth. Likewise, St. Joseph Meeting Room is restricted to parish/school functions and not for private use unless express permission has been granted by rectory personnel. Please realize that using these facilities is a privilege for all; therefore take care of them as your own. The use of Holy Name facilities (i.e. School buildings also) will be limited to Registered Parishioners of Holy Name Parish and/or community activities that will benefit registered parishioners. It is the pastor's prerogative to deny use by certain groups.

### 1. Entering, Exiting, Parking, and Occupying Space within the Parish Facility

- a) All guests must only inhabit rooms that were rented and/or agreed upon by the parish.
- b) Gymnasium: entering and exiting from the gym should take place, except for emergencies, through the South doors—near the church parking lot.
- c) Parish Hall (2<sup>nd</sup> floor of East side of School) should be accessed only through the South door.
- d) Marian Hall should only be accessed from the South side "Parish Center" and parking lot, not through the school.


### 2. Curfew Times and Dates

- a) Music must stop by 12:00 Midnight
- b) All must be out by 12:30 AM, no exceptions
- c) Any activity will be limited to 5 hours in duration unless pre-approved permission by the pastor.
- d) Those who rent parish facilities are required to be respectful of school times. For example, although one may rent the gymnasium for a Saturday reception, the persons responsible may not enter during school time Friday to begin decorating.
- e) Please show respect to people attending prayer services as much as possible (such as funeral services or evening Mass), perhaps by lowering music or paying mind to parking lot loitering.

### 3. Set-up &/or Decorations

- a) No tape, pins or strings may be attached to ceiling tiles.
- b) Refrain from using glitter—it accumulates in grooves. Rice, wheat and/or bird seed should never be thrown inside or outside the buildings.
- c) Only Blue Painter's tape could be used on the floor of the gym or hall. All other tape pulls up wax.
- d) Please remove all decorations after use.
- e) Setting up all chairs and tables is the responsibility of the party using the facility.
- f) Please do not plan on decorating more than 1-2 hours in advance of a function without first checking with rectory to determine availability.

### 4. Clean-up

- a) Use the "Gym, Marian Hall, or Parish Hall Checklist"  to help your group clean-up.
- b) If you are renting the facility for free, you must leave it as it was. Arrangements may be made privately with janitors in addition to fees in contract. When you pay to use a facility, janitors will dump bags, mop the floors, & take down tables and chairs.
  - In which case, table tops must be cleared and cleaned.
  - Remove all tape, paper, and decorations.
  - Bag all trash and take to dumpster (Northwest of rectory). New bags are found in kitchen drawer near serving window.
  - Kitchens:
    - Clean all counter tops
    - Wash dishes and utensils that were used and return them to their proper place
    - Make sure all oven knobs are turned to **OFF** position.
  - Remove all your food from the refrigerators in the school kitchen.
- c) All decorations and personal items used during activities must be cleaned-up prior to leaving the building—no later than 12:30 AM. Holy Name is not responsible for items left behind or discarded.

**5. Insurance**

- a) The parish does not provide liability insurance for activities.
- b) Minors require adult supervision at all times—parish and/or school staff are not expected to supply this presence.
- c) All who use our facilities must abide by Catholic Diocese of Wichita policies, including VIRTUS Training when with minors.
- d) Holy Name is not responsible for any accidents or injuries which may occur during the use of the facility.

**6. Heating and Air Conditioning When Leaving**

- a) Marian Hall (& other digital thermostats)
  - Do not turn these OFF—ever.
  - Only adjust by pushing the (up--hotter) or (down--cooler) buttons, which will be during your stay. Always leave the system on “PROG” or *Program* and never on “MAN” or *Manual*. That way, the program kicks in to re-adjust when you leave.
- b) Turn OFF Parish Hall AC in summer and down to 65 degrees in winter; generally, put it back at the temperature it was before.

**7. Alcohol/Smoking**

- a) Smoking is not permitted in any building on the property.
- b) Under no circumstances may alcohol be served to anyone under age 21.
- c) Alcohol is only allowed with express (verbal or written) permission by the pastor and when the “Policy on Alcohol at Diocesan and Parish Facilities” has been acquired and agreed upon by a signature at the end of this document.

**8. Fees**

- a) Clean-up and damage deposits are mandatory for all activities that include alcohol and/or food.
- b) Clean-up fee implies that parish janitors will mop the floors, take down tables and chairs, and dump trash placed near trash bin.
- c) Even if parish janitors are hired to clean up everything for private fee, full cost to rent facility still applies.
- d) Damages or any problems relating to the use of the facility will be the responsibility of the Registered Parishioner who made the reservation. The full damage deposit amount will be returned if no damage is incurred and...
  - items in #4 (Clean-Up) are reasonably followed.
- e) When damage occurs, only the remainder of the deposit will be returned which is not used to correct the damage done.
  - **Parish maintenance personnel will inspect the building after a function for damages. If damage occurs, charges will be assessed to the renter of the facility—including but not limited to the amount given in the damage deposit.**
- f) Particular fees for the use of the facility:

GYM (seats 350-400)

- Parishioners: Free for less than 75 people and without food or alcohol. Small groups who desire to use the gym for sports must schedule a day prior to entry during the hours (9-5)—and no more than two times a week—turning key in each time.
  - Wedding/Large Reception, with meal (mandatory clean-up charge included)
    - Without alcohol (Between 75 and 150 people: \$75.00) (Between 150 and 400: \$150.00)
    - With alcohol (Between 75 and 150: \$150.00) (Between 150 and 400: \$250.00)
    - Damage Deposit of \$250.00 regardless of size when having a meal, with or without alcohol
  - Non-Parishioners, or outside group community fund-raiser, etc.: possible \$100.00 fee increase.

PARISH HALL (seats 100)

- Parishioners: Free without food or alcohol
  - \$25.00 fee with food only, optional clean-up \$25.00
  - With alcohol: \$50.00, \$150.00 damage deposit, \$50.00 clean-up
- Non-Parishioners, or outside group community fund-raiser, etc.: possible \$50.00 fee increase.

MARIAN HALL (seats 30)

- Parishioners: Free & \$25.00 optional clean-up fee
  - With alcohol: \$25.00, \$50.00 damage deposit, \$25.00 clean-up
- Non-Parishioners, or outside group community fund-raiser, etc.: possible \$25.00 fee increase.

**9. Keys**

You have been issued key # \_\_\_\_\_ (and # \_\_\_\_\_). DO NOT pass these keys on to anyone else! If these are lost or misplaced, you will be responsible for the cost of re-keying all doors relating to that key. It is unlawful to duplicate these keys. All keys must be returned to the rectory office (during office hours or through the mail slot by the East rectory door) by the day after the event is over. Your signature below means that you have read and agree to all these terms.

*--Signatures and other data are recorded on original document at Parish Rectory*