



SAINT
KATHARINE DREXEL
CATHOLIC PARISH
MARTELL, AMADOR COUNTY, CALIFORNIA

Facility Use Policy



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stkatharinedrexel.com

Facility Use Policy

This policy governs the use of Saint Katharine Drexel Catholic Parish Center for events and gatherings that are not parish-sponsored events.

First and foremost, the parish facilities were built and maintained for gathering and worship, developing our faith, fostering our parish life, and service to our community. Good stewardship dictates that our parish community preserves and ensures the welfare of our facilities. Their use will be governed by a system of priorities and, as appropriate, a fee schedule.

I) Terms and Definitions

Facilities include the following, referred to collectively as the Parish Center:

- Church and Narthex
- Social Hall
 - ◊ Main Room, Kitchen, Beverage Service, Hospitality Room
- Meeting Rooms
 - ◊ Senior/Youth Room, Multi-Purpose Room, Mezzanine Meeting and Conference Room
- Other Areas
 - ◊ Breeze-Way, South Portico, Gymnasium, Parking Lot

II) Reservation Priorities

- **Parish Ministries** – Recognized by the Pastor and staff as groups that facilitate the ministries of the parish including those which advocate for, serve, or facilitate key elements of our faith and the teachings of our church. The membership of these groups is comprised principally of those who participate in our Sunday parish worship. Such identified groups include but are not limited to: liturgical ministries, faith formation, social services and various parish organizations.
- **Church Related Organizations** – Groups that serve similar interests as our parish and either inspire or develop our community or ministry but may operate independently of the Parish. Such identified groups include but are not limited to: The Knights of Columbus, St. Vincent DePaul Society, YMI, YLI and IFC. These organizations need to be in compliance with the terms of 2014 Youth Ministry Initiative.
- **Active, Contributing Parishioners** – Those households which have remained active and contributing participants in the life of Saint Katharine Drexel Catholic Parish and have enriched the entire parish community through their stewardship of time (worshipping at Mass each Sunday), talent (serving in a parish ministry), and treasure (acknowledging God's blessings in our lives by returning to our parish ministry a sacrificial portion of the treasure He has entrusted to us).
- **Other Individuals or Organizations** – Groups that serve the interests of a specific cause or wider community service. Such groups include but are not limited to: government agencies, community organizations, private individuals (including parishioners) seeking use of facilities for private functions, and other groups not affiliated with the parish. Non-parishioners can only use facilities for functions not traditionally associated with religious events such as funeral receptions, memorial services, "Celebrations of Life", wedding and baptismal services and receptions, and similar events.
- **Parish facilities cannot be used by for-profit entities.**

III) Reservation Procedures

- The completed **FACILITY USE RESERVATION FORM** (for use of any Parish Center facility) must be submitted with a \$100.00 confirmed reservation deposit. Reservations will not be accepted if there are outstanding bills or previous policy violations.
- A copy of the **Parish Facility Use Policy** is given to and reviewed by the applicant.
- Completed **Insurance Request Form** is due no later than two weeks (14 days) prior to the event if applicable.
- Other documentation (e.g., ABC permit, see section VI below) must be provided by applicant no later than two weeks (14 days) prior to use of facility.

IV) Fees

Fees are assigned based on the particular facility, number of hours reserved, and use of the space (see Fee Schedule).

- **Compliance Deposit** – Required for all facility uses. The funds are held until one week after the event. The deposit may be retained, in part or in total, for any of the following reasons:
 - ◇ Additional cleaning procedures which are beyond the scope of normal maintenance.
 - ◇ Repairs or replacement due to structural, equipment, or other property damage. All guests attending an event are expected to act appropriately and responsibly.
 - ◇ Any additional time required for clean-up and set-up of the facility to pre-event condition beyond the contracted time reserved.
 - ◇ Any violation of the Facility Use Policy terms.
- **Cancellations** – There will be a \$50.00 fee for cancellations made 60 days or more prior to the event. Forfeiture of the full reservation deposit will be made for cancellations fewer than 60 days prior to an event.
- **Payment of Fees** – Facility use and deposit fees are due in full thirty (30) days prior to the event. Facility use will not be allowed without payment. Failure to submit fees on time may result in the group being disallowed from facility use. **Checks should be made payable to Saint Katharine Drexel Catholic Parish.** A \$25.00 fee will be charged for all returned checks.
- **Time Use Guidelines** – There will be a 1 hour minimum time use and 15 hour maximum for all uses.
 - ◇ Access to the facility will begin with the starting time of your reservation. Multi-day use events (tournaments, plays, etc.) may be negotiated.
 - ◇ Set-up, decoration, and clean-up shall be within the reserved use time. For example, a four hour event requiring three hours of set up and three hours of clean-up would require a reservation and appropriate fees for a 10 hour time period.

V) Additional Requirements

- **Insurance** – The parish requires insurance coverage for all non-parish sponsored events held at the Parish Center. The Certificate of Insurance must be submitted two weeks (14 days) prior to the event. The insurance fee (non-refundable) must be submitted with the Certificate of Insurance. See the Liability Form for cost of coverage. The insurance rider fee may be waived if the organization provides a Proof of Insurance Certificate that specifically covers the event, names the parish as additionally insured up to \$1 million, and includes liquor liability if applicable.
- **Security** – Security may be required, as determined by the Parish, if the event is open to the general public or alcohol is being served.
 - ◇ Private events such as wedding receptions and banquets, which are not open to the general public, may not require security.
 - ◇ Security personnel will be hired by the Parish, at \$50 per hour each, with a 4-hour minimum. The number of security personnel required will be determined by the Parish. The additional expense will be added to your facility use fees.

VI) Alcohol Statement

If alcohol is to be served at a function, users will:

- Not serve or allow others to serve alcohol to a minor.
- Not serve or allow others to serve alcohol to anyone who is obviously intoxicated.
- Not allow any guests to take alcohol outside the event space.
- Be required to designate one or more bartenders who shall not drink alcohol during the event.
- Not allow anyone, including the band, to bring in any alcohol from the outside.
- Not allow alcohol to be served during events which center on a person(s) who is under 21 years of age.
- **Alcohol License** – Alcohol may be consumed without a license when there is no monetary exchange for the beverage or when there is no admission fee charged for the event. Events involving exchange of monetary considerations (e.g. cash bar or purchase of a meal ticket with any form of alcohol being served as part of the meal) require a license from the State of California Department of Alcoholic Beverage Control (ABC). ABC will issue one-day permits to **non-profit groups** who wish to sell beer, wine or distilled spirits.
 - ◇ You must get approval for the permit from the Amador County Sheriff's Dept. prior to going to ABC.
 - ◇ **ABC will not issue permits to private citizens or for-profit groups.** A caterer with a liquor license must serve alcoholic beverages at events held by private citizens or for-profit groups when there is a monetary exchange.
 - ◇ Alcohol permits must be prominently displayed during an event.
 - ◇ ABC contact information: 3321 Power Inn Rd., Sacramento, CA (916) 227-2002.
 - ◇ Amador County Sheriff's Dept. contact information: 700 Court St., Jackson, CA (209) 223-6500.

VII) General Policies

- **Right of Refusal** – The Saint Katharine Drexel Catholic Parish Pastor, Parochial Vicar, Pastoral Associate, Special Events Manager, or the assigned Parish Center Representative reserve the right to:
 - ◇ Refuse building use to any applicant.
 - ◇ Terminate any event in progress if the policies and/or procedures are not followed.
- **Parish Center Representative** – The Special Events Manager or a Parish Center Representative may be available for contact during all significant functions. At the discretion of the Parish, a Parish Center Representative may be required on-site to monitor an event. If on-site monitoring is deemed necessary, an additional fee may be required.
- **Use of Other Facilities on Parish Grounds** – Users reserve a specified area for specific times. Users are not given access to other parish facilities and must take reasonable action to prohibit their guests from accessing or using other areas during their event. Specifically, user and their guests may not use the Narthex (arched entry way to the Church), or Sanctuary as part of the event. Users may not access the business area upstairs, storage areas of the Parish Center, or downstairs reception area. Users may not ride the elevator up and down.
- **Event Set-Up/Decorating** – Users will not tape, staple, tack, nail or otherwise attach anything to the walls without Parish approval. All emergency exits must be free from obstruction. No ladders or other tools are available for decorating. Existing decorations, bulletin boards, racks and other church-owned property is not to be moved or covered without prior Parish permission. Use of the hall does not include use of the entry space before the Church Narthex (archway) or reception area without prior permission. Hall events scheduled for Saturday afternoon and at other times during regular Parish Center office hours need to provide a clear access path from the front doors to the Narthex entry of the Church. Candles may be used only if they are in a suitable chimney. The responsible parties for the event will set-up/take-down chairs, tables, and all event related material. If requested in advance and time/space permitting, set-up may be performed a day in advance.
- **Facility Floors/Walls** – Special care of the Parish Center floors and walls must be taken at all times. Users are not to drag chairs, tables, stage sound equipment, etc. across the floor. Costs of any damage that occurs are the responsibility of the applicant.

- **Clean-Up** – Immediately following the event:
 - ◇ All tables must be cleared of items such as table linens, dishes, decorations, etc. and wiped clean.
 - ◇ The entire floor area of the social hall main room, beverage service and hospitality room used shall be swept and mopped clean.
 - ◇ Bathrooms must have all trash picked up, counters and mirrors wiped clean, toilets cleaned if needed, and floors swept and mopped.
 - ◇ All trash must be placed in garbage cans and emptied in the garbage bin on the south facing wall of the Parish Center. Garbage can liners must be replaced.
 - ◇ All decorations must be taken down and removed from the Parish property.
 - ◇ The kitchen area and floors must be thoroughly cleaned (see Kitchen Cleaning Checklist).
 - ◇ All clean-up must be completed at the close of each event.
- **Kitchen Use** – General kitchen use is limited to the sink, counter tops, flatware, silverware, pots and pans, dishwasher, ice machine, and major appliances.
- **Thermostats** – If you, or a parish representative on your behalf, make adjustments to the thermostat settings, you are required to restore their original settings prior to departure.
- **Music** – The volume of sound will be monitored by a representative of the Parish and must not exceed a reasonable volume. Failure to comply with this request may result in the conclusion of the event.
- **Smoking** – Smoking is not permitted on the property of Saint Katharine Drexel Catholic Parish Center.
- **Lost/Stolen/Damaged Property** – Saint Katharine Drexel Catholic Parish will not be liable for any lost, stolen, or damaged property associated with or brought to the event.
- **Advertising** – No advertising shall be placed or posted on walls or doors about the Parish, used in publications, radio or television without prior written permission from the Parish. The Parish name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval.
- **Pets** – Pets of any kind are not permitted in the building.
- **Parking** – Parking is restricted to the front and side parking lots of the Parish Center.
- **Walk Through** – An appointment must be made at least one week prior to the scheduled event for a walk through and clarification of this **Facility Use Policy**. Please contact Suzette Bacon (contact information below) to set the appointment date and time. This walk through must include the **designated responsible person**, the applicant for the event. The Parish will conduct an inspection before and after the event. The post-event inspection will determine if full refund of the Compliance Deposit will be granted (see section IV-Compliance Deposit). Return of the deposit will be made during Parish office hours. The applicant may pick up the deposit at the Parish Center, or the deposit may be mailed to the address provided on the facility use application. If damage exceeds the compliance deposit amount, the applicante will be held responsible, and damage or cleaning costs will be billed to the applicant.

For questions regarding the Facility Use Policies, insurance coverage, set-up, clean-up procedures, and day-of-event issues, contact:

Suzette Bacon
 Email: skdevents@stkatharinedrexel.com Phone: (209) 608-0707

For questions regarding available dates and times, contact:

Suzie Reynolds, Pastoral Assistant
 Email: sreynolds@stkatharinedrexel.com Phone: (209) 223-2970

Notes: _____



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FACILITY USE RESERVATION FORM

Applicant's Name: _____ Organization Name (if applicable) _____

Address: _____

Day Phone: () _____ Eve Phone: () _____ Cell: () _____

Email address: _____

Date requested: _____ Time(s) (including set-up & clean-up time): _____

- Facility Desired: Social Hall Main Room Kitchen Full Use Kitchen Service Only
 _____ Beverage Bar/Café' Gymnasium Church/Nave
 _____ Senior/Youth Room Multi-Purpose Room Mezzanine Meeting and Conference Room

Purpose of the Facility Use: _____ Guest Count: _____
(Good faith estimate)

Will Alcoholic Beverages be served? Yes No

The applicant/user, on behalf of the organization or group using the facilities pursuant to this application, acknowledges receipt of a copy of the Saint Katharine Drexel Parish Facility Use Policy and agrees to abide by the terms and conditions of such policy and to comply with all local, state and federal laws, ordinances, regulations and rules applicable to the use of this facility. The user agrees to pay all indemnities and taxes which may be incurred in connection with facility use and occupancy of the facility for the specified event. If at any time the use of the facility by the user violates any provisions of the facility use policy, applicable ordinances, laws or rules, the user shall be solely responsible for the consequences of such conduct, and shall be prohibited from all future use of the facilities of the parish. The user further agrees to indemnify and hold the parish, its officers and employees harmless from any claim, suit or proceeding arising out of the use of the facility and the user shall indemnify the parish, its officers and employees for all expenses (including reasonable attorney fees) incurred in defending such claims.

Signature of Applicant: _____ Date _____

TO BE COMPLETED BY SAINT KATHARINE DREXEL PARISH

1. Reservation deposit: Amount: \$ _____ Cash Check # _____
2. Parish Facility Use Policy given to and reviewed by applicant
3. Photocopy of Liquor License
4. Special Events Insurance form and premium sent to Diocese
Date Sent: _____ Initials: _____
5. Room Hours _____ \$ _____
 Security (if applicable) \$ _____
 Insurance (if applicable) \$ _____
 Damage/cleaning deposit \$ _____
Total: \$ _____
Reservation deposit \$ _____ Ck # _____ Date _____
Balance Due: \$ _____ Ck # _____ Date _____

**Date Reservation
Entered Into SKD
Calendar**

Date: _____

By: _____

Balance Due Date 30 Days Prior To Event Date: _____