

SACRED HEART CATHOLIC CHURCH

311 S. 5th St. | P.O. Box 578 | Colwich, KS 67030
Phone 316-796-1224 | E-mail office@sacredheartcolwich.org

Parish Facility Usage – Policy and Rules

1. Subject to availability, Sacred Heart Parish Facilities will be available and priority given to parish organizations, parish-related organizations, parishioners, and non-parishioners as determined by the Pastor. The Pastor also has the authority to make the final decision regarding the leasing of the Religious Education Center (REC) and the Security requirements for all scheduled parish events.
2. Sacred Heart's Parish Facilities will be available to parish organizations at no charge for parish-sanctioned activities, meetings and other special events. Donations to be scheduled for personal business, fundraising (for non-parish-sanctioned activities) or partisan political activity.
3. Parish wide events, parish organization events, funerals and PSR activities will take priority over other proposed events. Special family events, such as weddings, anniversaries, reunions, etc. will be given next priority. In all cases the Pastor has the authority to make the final decision allowing an event to be held in parish facilities.
4. Each parish organization or individual (hereinafter referred to as the "Facility User") using the parish facilities will be responsible for the facility. Any damages occurring during the use of the facility, other than what is considered normal wear and tear, will be the responsibility of the Facility User. Inspection before and after the event will be conducted by a parish representative. The Facility User has the option of being present for both inspections. Parish facilities and premises will be required to be left in the same condition, at the end of the event, in which the Facility User is shown at the time of inspection before the event begins.
5. If inspection of the parish facility used shows no damages or required repairs or heavy commercial cleaning, the damage deposit will be returned to the Facility User within ten days of the date the event is held.
6. In the event that any damages occur during the use of the parish facilities which require repair, replacement or heavy commercial cleaning, the Facility User will be charged by the withholding of all or part of the original deposit. In addition, if these charges happen to exceed the original deposit, the additional amount will be presented to the Facility User along with an itemized list of necessary repair costs within thirty days of the event. Reimbursement of these costs to the parish is to be made directly to Sacred Heart Catholic Church at that time.
7. **INDEMNIFICATION** – The below named Facility User agrees to defend, protect, indemnify and hold harmless Sacred Heart Catholic Church & the Catholic Diocese of Wichita against and from all claims arising from the negligence or fault of the Facility User or any of its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates which arise out of the use of the facility.

The Facility User agrees to provide a Certificate of Insurance to the parish office within thirty (30) days of the scheduled event, which provides evidence of General Liability coverage of not less than one million dollars (\$1,000,000) per occurrence. The Facility User also agrees to have “Sacred Heart Catholic Church and the Catholic Diocese of Wichita” named as an “Additional Insured” on their General Liability policy for the date(s) of the facility use, in relationship to the event, for all claims which arise out of the Facility User’s operations or that may be brought against the Parish by the Facility User’s employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. Facility User also agrees to ensure that its liability insurance policy will be “primary & non-contributory” in the event of a covered claim or cause of action against the Parish.

If the Facility User fails to comply with the above paragraph, then the named Facility User agrees to protect, defend, hold harmless and fully indemnify Sacred Heart Catholic Church and the Catholic Diocese of Wichita for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the identified event dates that is brought against the Parish by the Facility User or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the Parish, its employees, agents &/or volunteers, or the negligence of any other individual or organization. This paragraph does not relieve the Facility User’s responsibility to comply with the above paragraph.

8. The REC Sacred Heart Hall will be available for events such as wedding receptions / dinners / dances that follow a marriage ceremony which have been endorsed by the Catholic Church and is in compliance with the Marriage Rules of the Catholic Diocese of Wichita, an Anniversary celebration, Christmas party, Baptismal party, and other events as approved by the pastor.

9. The charges for the use of the Hall are outlined in an attached Fee Schedule. The deposit is due at the time of booking with all remaining fees due as noted on the Fee Schedule attached.

10. PROFESSIONAL SECURITY OFFICERS – At any time when alcohol is served to individuals at a scheduled event in the REC, professional security officer(s) will be present according to the following guidelines:

WEDDINGS: Dances – One officer must be present (7-11:30PM)
OTHER EVENTS: To be determined by the discretion of the Pastor

HIRING OF SECURITY OFFICERS: The actual hiring of the security officers is to be arranged by the Parish Office. Payment for Officers services must be received by the Parish Office at least thirty (30) days prior to the scheduled event. All checks are to be made payable to Sacred Heart Church. Officers’ rates are set at \$30.00 per hour, per officer.

11. BARTENDER – A professional or non- professional bartender, to be paid directly by the Facility User, must be hired for all events serving alcohol to those attending the event. Only alcohol provided by the Facility User directly for the event may be brought into the REC. **ABOSOLUTELY NO ALCOHOL MAY BE BROUGHT INTO THE REC BY THOSE ATTENDING THE EVENT.** Alcohol may be served during the reception and dinner if at least one Security Officer is present and a hired bartender is serving the alcohol from THE BAR ONLY. The bartender is expected to use good judgement and is responsible for not serving alcohol to minors. At any and all events, THE BAR MUST CLOSE AT 10:00PM, and all alcohol then removed from the premises or locked up in the bar serving room until it is removed at 11:00PM.

If the bartender(s) are an organization that regularly provides services at Sacred Heart Catholic Church, all employees &/or volunteers MUST be in good standing with the Virtus Requirements of the Catholic Diocese of Wichita. Due to Virtus Requirements the names of all individuals in said organization must be submitted to the parish office for approval at least thirty (30) days prior to the event.

12. All guests, food and drink must be restricted to designated space being utilized. **ROAMING THROUGHOUT THE BUILDING IS PROHIBITED (INCLUDING UNSUPERVISED CHILDREN).** Absolutely no liquor is permitted to be taken outside the perimeter of Sacred Heart Hall (not allowed in hallways, parking lots or any other areas.) The Facility User shall ensure all guest adhere to this rule. The Facility User will instruct the DJ or other official to inform the guests of the restrictions prior to the start of the event.

13. **UNDER NO CIRCUMSTANCES** may any dance music start before 6:30pm on Saturday to allow for the reverent observance of the 5:30pm Vigil Mass. **ALL MUSIC MUST END BY 11:00 PM AND GUESTS INFORMED OF THE EVENT ENDING.** All guests, decorations you wish to save, any extra tables or items you rented from another location, wedding gifts, etc. must be removed from the parish premises by 11:30pm the evening of the function. The building and the parking lot must be totally cleared by 11:30pm. **NO EXCEPTION.**

14. Parish furnishings and equipment are for use only in the parish facilities. Under no circumstances shall any furnishings or equipment be taken out of the Parish Buildings. No exceptions.

15. There is a “NO SMOKING” policy in all buildings of Sacred Heart Parish. This rule will be strictly enforced. Should an alarm sound due to a violation of this policy, the Facility User will be liable for any costs associated with or resulting from that violation. The designated smoking area is directly outside the main doors of the north entrance to the REC.

16. Any person(s) or group who has unsettled damage claims or unpaid expenses associated with a previous event in parish facilities shall not be permitted to again rent any parish facilities until the outstanding charge(s) have been paid in full. Sacred Heart Catholic Church reserves the right to refuse the use of parish facilities.

17. Use of the stage in the REC gymnasium is limited to the appropriate reason for the event and must be approved through the Parish Office and included on the terms of the agreement. At no time during a scheduled event will children be allowed to play on the stage due to possible injury if a fall should occur.

18. Access to the REC for the time to set up and decorate should be coordinated through the Church Office at least five (5) days in advance. In regard to an event that is scheduled for a Saturday, 9:00 am Friday will be the earliest time that setup can begin. In the event of a funeral other arrangements will be made. Set up time for a Sunday event will depend on arrangements and ending time of an event scheduled on Saturday.

DECORATIONS AND SETUP RESTRICTIONS ARE AS FOLLOW:

1. The throwing of rice, birdseed or wheat, the use of glitter, confetti, all forms of flower petals on all parish property, both inside and out, is strictly prohibited. These items are extremely difficult to clean up and take much added effort and expense to do so. They are also proven to be hazardous under foot.

2. No tapes, staples, glue or other fasteners of any kind are to be used on any walls of the REC or other structural components of the building when decorating. No decorations of any kind are allowed to be put above the wood paneling or higher up than the wood paneling in Sacred Hall. This includes the ceiling in the Hall.

3. No open candles are allowed in any room of the Parish facilities during any event. Votives are allowed, but must be set inside proper glass votive holders that have been partially filled with water. The votives are to be extinguished and removed prior to any dance.

4. Use of glass stones or beads are discouraged. If used they are to be displayed in decorative containers and must be removed prior to any dances.

5. No items are allowed to be used that will create excessive debris, trash, or damage to floors. These items include hay bales, water devices (storage or other), animals, crayons, etc. Any unusual decorations must be approved by the Parish Office.

REMINDER—The building and parking lot must be cleared by 11:30PM. The clean-up crew comes in at this time and needs immediate access. Sacred Heart Parish will not be responsible for any items left behind.

ALCOHOL USE GUIDELINES

Sacred Heart Parish wants to protect its facility, groups, organizations and individuals using the facilities at Sacred Heart Catholic Church, and to make events that are located on parish grounds safe and enjoyable for all. With this in mind, Sacred Heart Parish has set the following rules for use of alcohol, which all groups, organizations and individuals must observe and agree to.

1. The Facility User must agree to monitor alcohol by all guests attending the event. **AT NO TIME DURING AN EVENT WILL ALOCHOLIC BEVERAGES BE LEFT UNSECURED.** All alcoholic beverages will be removed from the facility by the Facility User at the time of the closing of the bar.
2. At any time alcohol is served at an event, the Facility User must pay for the hiring of security officers to be present at the event. (*See Facility Rules #9*)
3. Due to liability concerns and insurance carriers' requirements, the Facility User must designate one or more dependable professional or non-professional bartenders to monitor alcohol consumption by those attending your function. Under no circumstances are alcoholic beverages to be served to those under the age of 21, as required by law. The bartender shall not be allowed to consume any alcohol themselves, and must agree to refuse and/or not serve alcohol to those guests (even of legal age) who have obviously had too much to drink. It is in the best financial and legal interests of families or groups serving alcohol not to allow excessive drinking. Huge lawsuits have been successfully brought against individual families and/or groups hosting the party when alcohol-related road accidents follow an event.
If the bartender(s) are an organization that regularly provides services at Sacred Heart Catholic Church, all employees &/or volunteers MUST be in good standing with the Virtus Requirements of the Catholic Diocese of Wichita. Due to Virtus Requirements the names of all individuals in said organization must be submitted to the parish office for approval at least thirty (30) days prior to the event.
4. No individuals attending an event, will be allowed to bring any alcohol container onto the premises or into the REC. The only alcohol allowed to be brought into and consumed is to be supplied and brought in by the Facility User and distributed under the guidance of the Facility User. No alcohol is allowed to be taken outside the perimeter of Sacred Heart Hall including hallways, restrooms, parking lots or any other areas on the premises.
5. When an event is scheduled to last up to the required shut-down time of 11:00PM (this means that guests leave at this time and all the premises must be cleared by 11:30PM) the bar must close by 10:00PM. Events that are over before 11:00PM, the bar must close one hour before the event ends. At the time the bar is closed, all remaining alcohol is to be locked up in the room the serves as the bar serving area until it is removed when the event ends. Water, iced tea, coffee and soda may be made available to guests once the bar closes, but no alcohol.
6. The Facility User is responsible for keeping some type of snack (snack mix, crackers, popcorn, etc.) available during the dance event so that guest who do drink alcohol are not drinking on an empty stomach.

SIGNATURE OF AGREEMENT

Signature of Compliance and Agreement with all Rules and Regulations as well as Assurance of Payment of all Fees for the usage of the facilities of Sacred Heart Parish, Colwich, Kansas a part of the Catholic Diocese of Wichita, Kansas.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

I hereby state that I, (name) _____, as the Facility User

for the following event: _____

scheduled on (date & time)_____ have read and clearly understand all the above stated rules and regulations for the usage of facilities at Sacred Heart Catholic Church in Colwich, Kansas, and will agree to abide by these rules and regulations as well as oversee that all others involved with this event also abide by all stated rules and regulations during the usage of the facility for above stated event.

Check one: Sacred Heart Hall (REC) _____

Classroom 5 _____

Usage Fee (if applicable): _____

Deposit: _____

Cleaning Fee: _____

Security Fee: _____

Signature of Facility User _____

Phone number _____

Date _____

Please return signed agreement to the Parish Office:

Sacred Heart Catholic Church
P.O. Box 578
Colwich, KS 67030

E-mail: office@sacredheartcolwich.org

**SACRED HEART CATHOLIC CHURCH – COLWICH, KS
USAGE FEE OF PARISH FACILITIES**

Fee Schedule For Active Stewardship Parishioners

For the purpose of clarification of the term “Active Stewardship Parishioners”, this is to mean any registered parishioner or parish family that has been officially registered through the Parish Office for at least six months prior to the event and who gives regular monetary contributions to the Parish and takes an active part in the Stewardship Program of Sacred Heart Parish by annually returning their Stewardship of Time and Talent and Treasure forms indicating their sharing of time, talent and treasure.

REC CLASSROOM 5 CHARGES

No Usage Fee:	\$0.00
Deposit:	\$50.00
Cleaning Fee:	\$50.00
TOTAL DUE:	\$100.00

SACRED HEART HALL (REC) CHARGES

(Maximum number of people allowed for a reception or dinner –475)

(Maximum number of people allowed for a dance – 300)

A. For Receptions, Birthday Parties or Other Events Without Alcohol:

No Usage Fee:	\$0.00
Deposit:	\$150.00
Cleaning Fee:	\$150.00
TOAL DUE:	\$300.00

B. For Receptions, Birthday Parties or Other Events With Alcohol:

No Usage Fee:	\$0.00
Deposit:	\$150.00
Cleaning Fee:	\$150.00
Security Fee:	\$135.00
TOTAL DUE:	\$435.00

(\$30.00 per hour/ 1 officer 7:00pm-11:30pm)

Bartender Fee: (Payable directly to bartender)

**All Deposits are due at time of booking
(All other Fees are due 30 days prior to event)**

*NOTE: Deposits & Security Fees are payable to: “Sacred Heart Church”
Cleaning Fees payable to: “Holy Name Society”*

**SACRED HEART CATHOLIC CHURCH – COLWICH, KS
USAGE FEE OF PARISH FACILITIES**

**Fee Schedule Non-Registered Persons
& Non-Active Stewardship Parishioners**

For the purpose of clarification of the term “Active Stewardship Parishioner”, this is to mean any registered parishioner or parish family that has been officially registered through the Parish Office for at least six months prior to the event and who gives regular monetary contributions to the parish and takes an active part in the Stewardship Program of Sacred Heart Parish by annually returning their Stewardship of Time, Talent and Treasure forms indicating their sharing of time, talent and treasure.

REC CLASSROOM 5 CHARGES

Usage Fee:	\$100.00
Deposit:	\$ 50.00
Cleaning Fee:	\$ 50.00
TOTAL DUE:	\$200.00

SACRED HEART HALL (REC) CHARGES

(Maximum number of people allowed for a reception or dinner –475)
(Maximum number of people allowed for a dance – 300)

A. For Receptions, Parties or Other Events Without Alcohol:

Usage Fee:	\$300.00
Deposit:	\$150.00
Cleaning Fee:	\$150.00
Total Due:	\$600.00

B. For Receptions, Birthday Parties or Other Events With Alcohol:

Usage Fee:	\$300.00
Deposit:	\$150.00
Cleaning Fee:	\$150.00
Security Fee:	\$135.00 (\$30.00 per hour/ 1 officer 7:00pm-11:30pm)
Total Due:	\$735.00

Bartender Fee: (Payable directly to bartender)

All Deposits & Fees are due at time of booking

*NOTE: Usage Fees, Deposits & Security Fees are payable to: “Sacred Heart Church”
Cleaning Fees payable to: “Holy Name Society”*

ST. ANNE ALTAR SOCIETY
Sacred Heart Catholic Church, Colwich, KS

ARTICLES FOR RENT FOR RECEPTIONS, PARTIES, ETC.

		Anticipated Rental Amount
Linens		
<u>White Table Skirting</u> – 3 pieces (Two pieces – each piece covers two 8 ft. tables on three sides) (One piece covers three 8 ft. tables on three sides)	\$25.00 for all	\$
<u>White or Black Rectangle Tablecloths</u> (for 8’ rectangle tables) <i>18 White & 24 Black Available</i>	\$3.00 each	\$
<u>White or Black Round Tablecloths</u> (for 20 new 60” round tables) <i>12 White & 24 Black Available</i>	\$3.00 each	\$
<u>White Rectangle Tablecloths with overhang to the floor</u> <i>27 Available</i>	\$5.00 each	\$
<u>White Round Tablecloths with overhang to the floor</u> <i>12 Available</i>	\$5.00 each	\$
Other Items		
2-piece White Lattice Backdrop	Free to use	\$
Punch Bowls	Free to use	\$
2 Candelabras <i>(not for Mass use)</i>	\$30.00 for the pair	\$
ANTICIPATED TOTAL		\$

A statement with the final amount due will be sent to the address provided after linens are returned & cleaned. Charges are to be paid directly to “St. Anne’s Rosary & Altar Society”.

If you use candles, please make sure they are in a container (*this is in the facility use rules*) and make sure that wax does not drop on to the tablecloths.

Tablecloths are to be removed from tables and bundled up together. **Make sure you clean all food and trash off of the tablecloths and shake them well before bundling them up** and place on the island in Sacred Heart Hall kitchen. The Altar Society takes care of the laundering of these linens.

Table skirting – If it is not stained or dirty, **PLEASE** remove all clips and return clips to container provided - then fold the skirting carefully to maintain the pleating, return them to the containers provided for them, and put them back in the cupboard in the kitchen. If they are soiled or stained, please fold them and place on the island in the kitchen as well.

Punch bowls should be washed and returned to appropriate cabinets (they are marked) in the kitchen.

Please contact Joan Lane AT LEAST ONE MONTH before the wedding to reserve items and answer questions (796-0756-home; 213-7645-cell; joan.lane@icminc.com)