

# Facility Use Guidelines

## Sacred Heart Parish

203 East Garfield Avenue, PO Box 285

Gettysburg, SD 57442

Phone: 605-765-2161

Sacred Heart Catholic Church wishes to make our parish facilities available to serve the needs of parishioners, the parish and, when possible, the wider community. For the welfare and safety of all, the following guidelines have been established to maintain the continued availability and quality of our facilities.

### I. Reservation Procedures and Policies

- Sacred Heart Parish has three parish spaces that can be used by groups:
  - Upper Hall – to the north of the church which is ADA compliant,
  - LOWER HALL – in the basement of the rectory
  - ‘KC Room’ located in the church basement under the sanctuary.
- Sacred Heart Parish makes these spaces available for parish and non-parish activities that are consistent with the values of the Catholic Church, including:
  - parish sponsored functions (*consult Catholic Mutual Facility Use/Indemnity Agreement*)
  - receptions for weddings, funerals, baptisms, confirmations, wedding anniversaries
  - parish sponsored committees, groups, programs, and councils
  - appropriate religious functions for parishioners
  - charitable organizations as sponsored by parishioners
  - non-parish groups and organizations **as approved by the Pastor**.
    - Such groups may be asked to present a written statement Mission Statement, the purpose of the meeting, and the names of its officers or leaders and the the name of the group member responsible for set-up, use and cleanup.
  - **non-parish-sponsored events by parishioners and non-parishioners require the completion of a Facility Use/Indemnity Agreement Form** by a responsible party.
- Facilities are available between 9:00 am and 10:00 pm and normally **for one day only**.
  - Use outside these hours or for a longer period must be approved by the Pastor.
- Parish and Religious Education scheduling will take precedence over other functions.
  - All other functions are scheduled on a first-come-first-served basis with priority given to parish organizations, and those events related to liturgical and sacramental celebrations.
- No events may be scheduled that interfere with Saturday and Sunday weekend Mass times.
- Reservations will be accepted one year in advance.
- **For parish and parishioner-related events:**
  - Contact the parish office (765-2161) at least two weeks prior to the event. We need:
    - Name of the contact person
    - Phone number of contact person
    - Which of the 3 spaces is needed
    - Day and time of start and finish

- **For non-parishioner and outside group events:**

- Contact the parish office (765-2161) at least a month prior to the event. We need:
  - Name of the contact person
  - Phone number of contact person
  - Which of the 3 spaces is needed
  - Day and time of start and finish
  - *Proof of Insurance or 'Special Events Coverage' MAY be requested*

- Sacred Heart Parish reserves the right to cancel any use agreement at any time if an individual or group is not in compliance with Facility Use Guidelines.

## **II. Capacity**

- **The UPPER HALL**

- 28 round tables and chairs seating 6-8 persons per table
- 5 long tables seating 6-10 persons per table
- 32 padded chairs with arms
- 210 padded chairs
- Full commercial kitchen
- Dishes and flatware for 225
- Flat screen TV and Blu-Ray Player
- Ceiling mounted A\V, TV and computer projector
- Sound system
- Wi-Fi Hotspot

- **The LOWER HALL**

- 10 long tables seating 6-10 person per table
- 100 steel folding chairs
- Catering Kitchen for use with disposable plates
- Flatware
- Living room seating with sofas and chairs
- TV, DVD and VHS player
- Wi-Fi Hotspot

- **The KC ROOM**

- Primarily a small group meeting room
- 6 long tables
- 24 chairs
- TV and VHS player

## **III. Insurance Coverage for Non-Parishioner and Outside Group Events**

Sacred Heart Parish carries 'special event' insurance for functions held by/for its parishioners. The **parish MAY require non-parishioners and outside groups wishing to use our facilities to provide additional liability insurance coverage.** This is dependent upon the group, the type of event held and/or the serving of alcohol. This request can be fulfilled through a proof of insurance statement or the purchase of special event coverage. Contact the parish office (765-2161) for details.

#### IV. Fees for Non-Parish Events

There is a Use Fee for both parishioners and non-parishioners for events which are not parish-sponsored functions. This payment is due at the time of facility usage. The Pastor waive or alter any of these fees.

- There is **NO CHARGE for the use of the parish church or hall spaces for the funeral of a current or former parishioner.** For the funeral of a non-parishioner there shall be NO charge for the use of the church and a \$100 Use Fee for the Upper Hall. These fees do not include any costs associated with providing a lunch. (*Refer to Funeral Guidelines*)
- There is **NO CHARGE for the use of the parish hall by a parishioner wanting to host a small family reception following a Baptism.** This allows for *'limited use of the kitchen'*. The hall must be reserved prior to the baptism and its use must not conflict with another scheduled function.

#### • Use of Parish Halls by Parishioners

Sacred Heart Parish recognizes that our parish facilities were built through the hard work and sacrifice of past and present members. Therefore, we offer their use to parishioners for a nominal fee which helps to defray some of the costs of heating/cooling, electricity and extra cleaning.

- Upper Hall
  - with MINIMAL kitchen use (coffee pot, refrigerator, dishwasher). . . . . \$ 50,
  - with FULL kitchen use (above plus ranges, pots, all dishes, etc.) . . . . . \$ 100,
- Lower Hall plus catering kitchen. . . . . Free,
- KC Meeting Room. . . . . Free.

#### • Use of Parish Halls by Non-Parishioners and Outside Groups

- Upper Hall
  - with MINIMAL kitchen use (coffee pot, refrigerator, dishwasher). . . . . \$ 200,
  - with FULL kitchen use (above plus ranges, pots, all dishes, etc.).. . . . \$ 400,
  - Kitchen Supervisor Fee (@ \$ 15/hour times the duration of event) . . . . . \$ \_\_\_\_,
- Lower Hall plus catering kitchen. . . . . \$ 25,
- KC Meeting Room. . . . . Free.

#### V. Use Policies

- Normally, for all parish events, the facility will be open and ready to use. For non-parish events, the Contact Person should check with the parish office (765-2161) to make sure the facility is open. Keys will be provided if needed.
- All facilities are a smoke-free environment.
- No illegal drugs are allowed on the premises.
- All facility users and their guests are expected to conduct themselves in an orderly and respectful manner, including no abusive language, excessive consumption of alcohol, or aggressive behavior.
- Children must be under adult supervision at all times.
- No furnishings from the Upper Hall or Upper Kitchen can be removed from the building.
- No decorations are to be attached to the walls or ceiling with tape, sticky putty, tacks, nails or other means. *The parish does provide, at-no-cost, magnetic hooks which can be attached to the Upper Halls ceiling light fixtures so that decorations can be hung.*
- We encourage the use of flame-retardant table decorations.
- Open candles are not to be used. Votive candles in wrap-around containers are acceptable.
- No confetti, glitter, birdseed, rice, real flower petals, or floor runners are permitted, inside or out.

- **Serving of alcohol is subject to strict limitations and REQUIRES the pre-approval of the pastor of the parish. Alcohol use must be approved at the time the hall is reserved.**
  - The serving of alcohol is prohibited during times of worship and religious education.
  - **No CASH bars.** Alcoholic beverages may NEVER be offered for sale.
  - *If 'Mixed drinks' are served:*
    - *they must be mixed by a designated bartender who is at least 21 years old,*
    - *a system must be in place to limit the number of drinks each person can be served.*
  - Serving to minors under the age of 21 is prohibited at all times.
  - Open, unsupervised serving of alcohol is prohibited at events at which minors are present.
  - No alcohol may be stored within the easy access of children.
  - No alcohol may be served to anyone who is obviously intoxicated.
  - No alcohol may be consumed outside of the event space.

- All decorations, as well as any other personal property of facility users and their guests, are to be removed before leaving the premises at the conclusion of the event.
- Any damages to the facilities during the event will be billed to the contact person.
- Upon the conclusion of the event:
  - Tables and chairs must be returned to the place they were before the event.
  - If the kitchen is used – all items must be cleaned and returned to their proper place.
  - All trash cans (kitchen, hall, bathrooms, etc.) are to be emptied and the garbage is to be removed and placed in the outside dumpster.
  - If the user received keys – they must be returned at the conclusion of the event.
  - Report any malfunction, damage or needed repairs to the Parish Office.
  - Be sure to TURN OFF lights, audio/visual equipment or other electrical items used.

## VI. Upper Kitchen Guidelines

- For **non-parishioner or outside group use**, the pastor may require that a member of the Altar Society be present to assist in the operation of the equipment, location of items/utensils and supervision of clean-up. The cost of hiring this person for the duration of the event is in addition to the Facility Usage Fee.
- For safety reasons – the kitchen is to be available only to adults who are preparing, warming, and serving food. **At no time are children allowed in the kitchen.** *Commercial ranges operate at very high temperatures and have little sidewall or door insulation. They get VERY hot!*
- All items in the refrigerators and pantries, including the paper products, are the property of the parish for parish events. If you use kitchen consumables, please reimburse the parish for them.
- Dispose of all leftovers. **Do not leave any food that you have brought** in the refrigerators.
- Any equipment and appliances you have used must be cleaned and returned to their proper place.
- Wash all dishes, utensils, and containers and return them to their storage area.
- Wipe off and dry the counters, range tops, dishwasher, coffee pot, sinks, microwave, etc.
- Make sure that stoves, ovens, dishwasher, coffee pot and all other appliances are **turned off**.
- Turn off the lights when you leave.

*Reviewed and approved by Altar Society at their November 7, 2011 meeting*

*Reviewed and approved by Parish Council at the November 22, 2011 meeting*