

ALL SAINTS CATHOLIC CHURCH

PARISHIONER POLICY FOR USING PARISH FACILITIES

(UPDATED JANUARY 2015)

The use of Hertel Gym, the Fischer Center Rooms, St. Agnes Room is available to parish members for the following events/purposes: Wedding Receptions and/or Rehearsal Dinners for weddings that take place here at All Saints, Wedding Anniversary celebrations, Family Reunions and Baby Showers. Requests to use the facilities for other family functions not listed above must be made in writing to the pastor at least three (3) weeks prior to the date of the event. Approval for such requests will be made at the discretion of the pastor.

Hertel Gym, the Fischer Center Rooms, & St. Agnes Room will not be rented out to private businesses or persons conducting business for personal gain. Organizations wishing to use the facilities for trade shows, displays, in servicing, etc. will be considered by the pastor on a case by case basis.

Persons wishing to use our parish facilities must be registered in All Saints parish for a minimum of six (6) months. In addition, they must be current and active members of our parish by living a life of stewardship. By definition that means they have their parish registration on file with the office, along with current pledge cards of Time, Talent and Treasure. Further, their pledges of treasure must be current and paid up to date. While there are no actual fees for using our facilities by those who are active members of our parish, we would welcome any donations that you felt compelled to offer in order to help offset the expenses of utilities and upkeep. Because of the limited availability of our facilities due to the large number of organizations meeting and regularly scheduled events taking place, the use of Hertel Gym, the Fischer Center Rooms, & St. Agnes Room will be limited to the registered family itself. Use by extended family such as grown children not living at home, aunts, uncles, nieces, nephews, friends and neighbors just simply cannot be accommodated.

Parish Facilities will only be available for personal use outside the times that are reserved for any parish functions or events that are regularly scheduled. In addition, it should be made clear that the parish has the right to cancel or postpone any reservation if necessary due to the unforeseen need of the facilities, i.e. a diocesan event, a funeral dinner or an emergency such as a shelter or meeting place in the event of a disaster.

Hertel Gym, the Fischer Center Rooms, & St. Agnes Room are NON-SMOKING facilities. All events must conclude by 12:00 Midnight. Private events such as receptions, showers, reunions, anniversaries, holiday gatherings, etc. where **ADULTS ONLY** are present may provide alcohol for those in attendance only when a law enforcement officer has been hired to be present at the event for the entire time. The responsibility for hiring an officer belongs to the person reserving the Parish facility and will be required to provide the officer's name and phone number before checking out a key. Arrangements to hire a law enforcement officer can be made with Lt. James Espinoza of the Wichita Police Department at 268-4144.

There is to be NO ALCOHOL brought into and/or consumed by anyone in attendance of any parish or private family function where children under the legal age of drinking (21) are present. Anyone who violates this policy will automatically lose their damage deposit on the facility and forfeit any privileges of using the facilities in the future. There are no exceptions to this rule.

As a Christian institution, those who use our facilities are expected to maintain the sanctity and dignity of our faith traditions. This means behavior and conduct that is immoral and/or illegal will not be tolerated

and result in the forfeiture of using our facilities in the future. In addition, if illegal activities take place, proper legal action and prosecution will be implemented against those in violation of the law.

A damage deposit of \$500 for Hertel Gym & Fischer Center-West, and \$300 for the Fischer Center-North, Fischer Center-East, & St. Agnes Room will be required before any keys are checked out. Upon the verification that no damage has occurred and the facilities were cleaned and left in good order and keys are returned in a timely manner, your deposit/check will be returned to you un-cashed or destroyed at your request by shredding.

Reservations may be made by calling the parish office between the hours of 9:00 a.m. and 4:00 p.m. Monday thru Friday. Reservations will not be taken on weekends. Arrangements to pick up keys are to be made at the time of reservations. Before keys will be checked out, damage deposits will need to be submitted.

Specifically it will be your responsibility:

- In **Hertel Gym & St. Agnes Room** to set up tables and chairs in the room the way you want them set up for your function.
- In **Fischer Center-West, North & East** tables & chairs are already set up and **SHOULD NOT** be moved without permission from the Pastor in **Fischer Center-West, North & East**.
- In **Hertel Gym & St. Agnes Room** to take down and put away all tables and chairs that you set up for your function in **Hertel Gym & St. Agnes Room**.
- To properly clean the floor (as needed) of the space you are using when you are finished, i.e. dust mopping or spot mopping.
- To take out all trash from the facility and replace the trash bags when you are finished.
- To turn off lights and lock the doors of the facility when you are finished.
- To turn off and properly clean any appliances that you might use.
- To clean and disinfect any counter space that was used, especially if food was placed on it. This would also include any dishes and cooking utensils that were used.
- To be sure any freezer or refrigerator that may have been used is closed properly and not left open.
- To remove all leftover food or beverages which you brought in that were not consumed.
- To make sure all faucets have been turned off and toilets have been flushed before you leave.
- To make sure thermostats are returned to their proper settings.
- To return checked out keys to the parish office as soon as your event is finished.
- To alert the parish office if any damage has occurred or there are mechanical and structural problems with the rooms and their contents.

As a courtesy to others who will be using our facilities a good rule of thumb and goal would be “leaving the room you have used in better condition than you found it.” We would ask that you make every effort to accomplish this.

I thank you in advance for your cooperation in following the guidelines laid out in this policy. If you have any questions regarding this policy you may contact me directly at 682-1415. If I make changes and/or additions to this policy, such changes will be announced and immediately published in the weekly bulletin as soon as they are made.

Father H Setter
January 2015

ALL SAINTS CATHOLIC CHURCH

PARISHIONER POLICY AGREEMENT FOR USING PARISH FACILITIES

(UPDATED JANUARY 2015)

I have read and understand the attached policy for using facilities at All Saints Catholic Church and hereby agree to follow them accordingly. I am also aware that my damage deposit check will not be cashed unless damages are sustained to the room I am using. After I have returned the keys to the room I am using, my damage deposit check can be picked up at the parish office, or I can request that my damage deposit check be voided or shredded by parish staff.

Name(Print)_____Signature_____

Address_____

Phone #1_____Phone #2_____

Using the room for_____

Circle one:

Hertel Gym Fischer Center-West Fischer Center -North Fischer Center-East

St. Agnes Room

ADULTS ONLY EVENTS:

Law Enforcement Officer _____

Phone# _____

-----TO BE FILLED OUT BY PARISH OFFICE-----

Check No. _____ Amount _____ Date Received _____

Approved By