

# ST. ELIZABETH ANN SETON FACILITY GUIDE AND USE MANUAL

## **PRIORITIES :**

St Elizabeth Ann Seton Parish has established guidelines for the use of the facilities, the **PRIORITY** use of the facilities is as follows, but not limited to:

1. Parish Sacramental functions
2. Parish Organizations (and parish sponsored organizations)
3. Individual Parishioners
4. Outside Groups

## **RESERVING SPACE:**

Any group or individual wishing to use the space at the Church of St Elizabeth Ann Seton is required to reserve the requested space as far in advance as possible. Phoning or stopping at the Parish Office accomplishes reserving space. Parishioners and Non-Parishioners will be required to complete a written application for space no more than two months prior to the proposed event. Space will be held for outside groups on a tentative basis prior to the two-month limit and will be locked in as definite at the two-month point.

## **USAGE AGREEMENT:**

All parties using the facility must sign an agreement stipulating the rules and regulations as set forth in the document. Outside groups will also be required to sign a Facility Usage/Indemnity Agreement form. (Diocesan)

## **DAMAGE DEPOSITE/FEES:**

A separate check for the \$300.00 damage deposit plus one-half of the donation are required at the time of reservation and the second one-half of the donation is due one week prior to the event. If second one-half of the donation is not paid within that period the damage deposit will be cashed to pay the balance with the remainder being returned to facility user.

No deposit is required for parish groups of less than 50 people.

## **DONATION SCHEDULE:**

1. Parish Hall/coffee only = ½ day or less than 4 hours  
Parishioners donation - \$100.00      Outside Groups - \$200.00
2. Parish Hall/Kitchen = ½ day or less than 4 hours  
Parishioners donation - \$200.00      Outside Groups - \$350.00.
3. Parish Hall/Kitchen = full day or up to 9 hours.  
Parishioners donation - \$350.00      Outside Groups - \$500.00
4. Use of dishwasher, gas oven, dishes, pots & pans \$ 25 up to 4 hours and \$ 50 for up to 9 hours.
5. Classroom area: Same fees as the Parish Hall/ coffee fees
6. Use of sound systems, and TV/DVD players in the classroom area \$ 25.00

Cancellation Policy: Cancellations received up to three day prior to the event will receive a full refund of their deposit. *Cancellations received forty-eight hours or less, prior to the event, will forfeit their entire deposit.*

\*Use of kitchen as described under acceptable use

**HOURS:**

Various physical spaces will normally be available on a first-come, first served basis, between the hours of 8:00 a.m. to 9:00 p.m., five days a week. Weekend events are subject to availability of a custodian. Certain events, functions, and holidays will make certain spaces unavailable. Please check with the Parish Office before planning an event.

**LIABILITY:**

All parish organizations or functions are covered by the umbrella liability policy of the Church of St. Elizabeth Ann Seton. All individual parishioners and outside groups are responsible for their own liability insurance. Facility user shall provide a certificate of insurance to the parish, which provides evidence of general liability coverage of not less than one million dollars per occurrence. Parish and the Diocese of St. Cloud are to be named as an “Additional Insured” on its general liability policy for the dates(s). To be turned in no less than one week prior to the event.

**ATTENDANT/PARISH PERSONNEL:**

The group or individual using the space will be required to work with the parish custodian to open doors, keep and maintain a safe area, and secure the space when finished. The dishwasher, coffee maker and other kitchen equipment may not be used without the assistance and supervision of the parish custodian. If decorations are desired (no nails or tape on the walls), or special set-up arrangements, rental time must be set up to allow for this.

**ACCEPTABLE USE:**

The physical spaces at the Church of Elizabeth Ann Seton may be used for a variety of activities. The parish reserves the right to refuse the use of it’s facility to any group or individual who proposes any improper use of the facility as defined by the parish or pastor. Any individual or group that misrepresents the purpose of a meeting or function will be evicted immediately and will forfeit all donations and damage deposit. Use of kitchen is limited to refrigerator space (as is available), use of convection oven to warm food, coffee maker, and counter space. If catering service is used, the catering service must sign an additional contract with the parish, and provide proof of license and insurance.

**CAPACITY:**

Total number of people in a group may not exceed the allowable number set by the city code, for the space rented.

**CARE AND SECURITY:**

The group or individual using a space is responsible for the care of that space such as; cleaning up spills right away, vacuuming when necessary, mopping up any residue from rain/snow, keeping a safe walkway at all times. Any damages or unreasonable clean up expense will be charged directly back to the group or individual responsible. These charges will be in addition to your donation. The group or individual must coordinate with the custodian of the parish, for final security check, as well as where the mop/vacuum, are kept. No keys will be given out. The custodian will be the only person authorized to open the facility.

**SUPERVISION:**

All groups are required to properly supervise their members. If the group includes persons under the age of 18, adults must be in attendance that assumes responsibility for the behavior and actions of those younger than 18 years of age.

**SMOKING / ALCOHOLIC BEVERAGES:**

Smoking is NOT allowed within the physical spaces of the parish facility. No alcoholic beverages may be used or dispensed in any part of the parish facility or anywhere on church property. Under no circumstances may alcoholic beverages be served. For parish functions the pastor can make an exception.

**CLEAN UP:**

Groups and individuals are expected to clean up the area and leave the building as they found it. This includes disposing of all the litter, debris, garbage, sweep and moping floors, clean tables and counters, etc. in a proper manner. (Dumpster is located at the back -side of the building.) Satisfactory clean up is required for a full refund of deposit. The Parking area should also be cleared of debris (cigarette butts, paper, etc.). If utilizing coffee and/or kitchen facilities, the garbage must be taken out, any dishes used must be washed and put away. (A clean up check list is provided)

**CANCELLATION POLICY:**

Cancellations received up to three days prior to the event will receive a full refund of their deposit. Cancellations received forty-eight hours or less, prior to the event, will forfeit their entire deposit.

**RESERVED RIGHTS:**

The Church of St. Elizabeth Ann Seton and its Pastor reserve the right to change, amend, or alter this policy from time to time as deemed necessary.