

# FACILITY USE REQUEST

ORGANIZATION NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_  
(Bible Study, Choir Practice, Luncheon, Guest Speaker, etc.)

PRIMARY CONTACT PERSON: \_\_\_\_\_

WORK PHONE # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BACKUP PERSON: \_\_\_\_\_

WORK PHONE # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

## DATES & TIMES REQUESTED:

ONE TIME EVENT: DATE: \_\_\_\_\_

SETUP TIME BEGINS: \_\_\_\_\_ AM / PM TIME EVENT STARTS: \_\_\_\_\_ AM / PM

TIME EVENT ENDS: \_\_\_\_\_ AM / PM CLEAN UP TIME ENDS: \_\_\_\_\_ AM / PM

REPEATING EVENT\*: START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

FREQUENCY: \_\_\_\_\_ EXCEPTIONS: \_\_\_\_\_  
(DAILY, EVERY MONDAY, SECOND TUESDAY, ETC) (HOLIDAYS, SPRING BREAK, ETC)

SETUP TIME BEGINS: \_\_\_\_\_ AM / PM TIME EVENT STARTS: \_\_\_\_\_ AM / PM

TIME EVENT ENDS: \_\_\_\_\_ AM / PM CLEAN UP TIME ENDS: \_\_\_\_\_ AM / PM

*\*Reoccurring events are only scheduled on a three month basis. Due to limited facilities, groups w/ re-occurring meetings should understand that it could be possible to have their meeting moved due to a one time event. Please refer to usage policy on the attached sheet.*

1<sup>ST</sup> CHOICE FACILITY REQUESTED: \_\_\_\_\_

IF UNAVAILABLE, 2<sup>ND</sup> CHOICE FACILITY REQUESTED: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS SO WE CAN PLACE YOUR GROUP IN THE APPROPRIATE FACILITY:

# OF PEOPLE EXPECTED: \_\_\_\_\_ FOOD: (yes/no) \_\_\_\_\_ KITCHEN: (yes/no) \_\_\_\_\_

# OF TABLES: \_\_\_\_\_ # OF CHAIRS: \_\_\_\_\_ MUSIC PLAYED (yes/no) \_\_\_\_\_

## FURTHER INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_

- NOTE: NOTIFY PARISH OFFICE OF ANY CHANGES OR CANCELLATIONS IN ORDER TO INSURE BOTH THE PROPER USE OF FACILITIES AS WELL AS SECURITY—PARTICULARLY WHEN AN ELECTRONIC DOOR IS INVOLVED. (636-4020 x46)
- NOTE: A PARISHIONER IS DEFINED AS A PERSON/FAMILY THAT IS REGISTERED WITH THE PARISH OFFICE AND IS AN ACTIVE PARTICIPANT

**\*\*\*\*\*IMPORTANT – FORM MUST BE FILLED OUT AND SIGNED ON REVERSE SIDE BEFORE EVENT CAN BE SCHEDULED\*\*\*\*\***

**REFUNDABLE DEPOSIT FOR RENTAL OF PARISH FACILITIES FOR SPECIAL EVENTS**

**Activity Center** (includes Kitchen, Cafeteria and Gym): \$760 (Non-qualifying Parishioners) \$510 (Qualifying Parishioners Rate)  
**St. Vincent de Paul Hall:** \$510 (Available for Qualifying Parishioners Only)\*

**FACILITY USE FEES FOR RENTAL OF PARISH FACILITIES FOR SPECIAL EVENTS**

**Activity Center** (Non-qualifying Parishioner rate): \$1,000 (4-hour rate) \$2,000 (4 to 8-hour rate)  
**Activity Center** (Qualifying Parishioner rate): \$450 (4-hour rate) \$900 (4 to 8-hour rate)  
**St. Vincent de Paul Hall** (Not available for Non-Parishioners): \$225 (4-hour rate) \$450 (4 to 8-hour rate)  
**Events sponsored by the Church** (i.e. Parish Festival): No Charge (Special consideration to waive fees for Parish groups must be approved by Parish Manager)

*\*A reduced rate is offered to registered parishioners who: Regularly attend weekend Mass, regularly participate in the Sacrament, and financially support the parish in a sustained and meaningful manner.*

**Rules Regarding Deposits & Fees for Rental of Facilities**

Half of Facility Use Fee (non-refundable but transferable to different date) AND all of deposit is due at time of booking to ensure date. Balance due 30-days prior to event.

<i>Office Use Only</i>			
<u>Payment Required</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<u>Rate</u>	Qualifying Parishioner <input type="checkbox"/>	Non-Qualifying Parishioner	<input type="checkbox"/>
Deposit quoted: _____		Date and initial: _____	
Fee and rent time quoted: _____		Date and initial: _____	
<b>Deposit Paid:</b> _____		Date and initial: _____	
<b>½ Usage Fee Pd:</b> _____		Date and initial: _____	
*Date remaining fee is due: _____		Amount: _____	
<b>Remaining Usage Fee Pd:</b> _____		Date and initial: _____	
Security Guard Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>		How many: _____ From _____ to _____	
Security Guard Fee Amount Paid: _____		Date and initial: _____	

**I have read and received the attached policies and take full responsibility for enforcing these policies at the event I am sponsoring. Failure to sign this document will result in the non-scheduling of the event.**

Print name: \_\_\_\_\_ Group Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For groups using sound:**

**I have read the sound policy and will contact the parish caretaker to set up a visit to take place no later than one week prior to my event. I also assume all responsibilities for any sound damage.**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Type of Sound / Equipment to be used: \_\_\_\_\_

### Key Policy

Keys can be picked up the day of or the last business day before the event with the Parish Receptionist. No one may make copies of the Parish keys for any reason or keep a key on an ongoing basis. Copying of keys will result in appropriate action including, but not limited to, limitations or restrictions on the groups' or individual's use of the Parish property in the future. Keys are to be returned the next business day after the event with checklist or can be dropped into gray drop-box outside the west school doors.

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### Usage Policy

All events must be over by 9:30pm Sunday through Thursday and by midnight on Friday and Saturday so that proper cleaning of the facility is done. To insure that all parish groups have the opportunity to use parish facilities, we reserve the right to limit the repeated scheduling of events by any group in a particular facility. While on the Parish property, proper maintenance of the parking lot will be observed.

No Fog Machines are permitted in any facilities because of our smoke detector / fire alarm system. If used, the smoke alarms will sound and the Fire Department will arrive. If the Fire Department is called out and you have used a Fog Machine, \$100 will be taken out of your deposit.

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### Cleaning Policy

Facility Caretakers must approve any outside cleaning service being used. Group is responsible for returning the facility to its proper condition for the refundable deposit to be returned. The group renting the facility should refer to the cleaning checklist provided at the time of key pickup to ensure all guidelines for cleaning are followed. A walk through by the Parish/School Facility Caretaker will be conducted before deposit is returned.

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### Gum and Tobacco Policy

No chewing gum is permitted inside any of the Parish Facilities. Please properly dispose of the gum in appropriate receptacles. *The use of tobacco products is prohibited on campus.*

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### Alcohol and Security Guard Policy

Recognizing that the facilities of St. Vincent de Paul Parish are places where we gather as a Catholic Family for worship, education and fellowship, the following are policies regarding the use of alcohol on Parish property:

Appropriate behavior should be observed at all times. No alcohol shall be permitted on Parish property at any event principally for minors (e.g. Baptisms, youth functions, birthday celebrations, Quinceañeras, etc.). Alcohol dispensed or consumed must be in a plastic container or can, no beer in glass bottles. Alcohol must be dispensed at a bar by a bartender. No alcohol shall be present in the Parish school building prior to 5:30 p.m. on school days. No alcohol shall be sold at any event on Parish property. No alcohol shall be consumed outdoors on Parish property.

Any person or group serving alcohol on Parish property shall execute an acknowledgement of and agreement to comply with this policy prior to the proposed event where alcohol will be served. These policies shall be strictly enforced. Any violations will result in appropriate action including, but not limited to, limitations or restrictions on the sponsoring groups' or individual's use the Parish property in the future.

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Any event that: **1.** Solicits the attendance of non-parishioners; and/or **2.** has alcohol present; and/or **3.** is held after dark, St. Vincent de Paul will subcontract security on behalf of the Facility Users at the Facility Users' expense. (This amount is in addition to the Usage Fees and Deposits. The minimum amount is \$35 per hour.)

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### Sound Policy

**A 2000 watt limit is the maximum allowable in the Gymnasium and 1000 watt in the Hall.** How many speakers can be set up at one time?

**Gym:** **1.** Four (4) large tripod speakers **OR 2.** Eight (8) smaller speakers (less than 12" woofer) spread out at various areas.

**Hall:** **1.** Two (2) large speakers **OR 2.** Four (4) smaller speakers (less than 12" woofer) spread out at various areas.

Parties booking the event must have a representative from the entertainment group talk to the facilities manager. This visit must occur at least one week prior to the event. Music played too loudly causes damage to the glass and ceiling. Music must be held to a volume suitable to protect the building and the guests involved in the event. Any damage that is done to the building as a result of the volume of music or overage of watts will be the responsibility of the Facility User. Sound must be kept to a level to avoid complaints from neighbors in the area. In the event that you are using the Gymnasium for a large event wherein a DJ or amplifiers will need power, you must split the power source between the three different plug-ins (white, gray and brown). In the event that you do not do this, the breakers could trip. You will need to call the emergency line and it will take time for the Maintenance person to come and fix the problem. If this occurs, \$50 will be deducted from your deposit.

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