

## HALL USAGE POLICY

### Purpose

This policy states the rules and regulations for use of the Parish Hall. The primary purpose of the Hall is for the social and spiritual development and fellowship of the parish community. It is a place for parish meetings and educational/social programs. Other groups whose values and goals are consistent with those of the parish are cordially invited to use the Hall, when available.

### Reservations

ALL Hall reservations must be made ~~to~~ with the Parish Office. Reservations will follow the priorities listed in the Qualifications section. The dates will be recorded in the online calendar. All groups must have adequate adult supervision and one adult must be the contact person/person-in-charge. All groups are responsible for designating one qualified adult as being in charge of supervising all 1) children participating in the activity and 2) children whose parents are participating in an activity on the parish grounds.

### Qualifications

This list is in order of priority. Should scheduling conflicts arise, 1 is the highest priority and 5 the lowest.

1. Parish-affiliated organizations. They are branches of the parish, but their events may not be open to all parishioners. A list of all recognized parish-affiliated organizations is below.
2. Extra-parish organizations. A list of all recognized extra-parish organizations is below.
3. Registered members of St. Joseph's for non-church related activities. The general rule is that a person must be registered at least one year and contributing an appropriate amount regularly for a period of one year before he/she will be considered registered.
4. Other non-parish groups. Community activities and/or basic rental of the building or room.

Parish Organizations	Extra Parish Organizations
Parish Prayer Groups	The Knights of Peter Claver
Post/Pre-Mass Socials	The Knights of Peter Claver Ladies
Parish Pastoral Council & Subcommittees/groups	The Junior Knights of Peter Claver
Parish Finance Council & Subcommittees/groups	The Junior Daughters of Peter Claver
Caring & Sharing	Our Lady of the Angels St. Joseph Medical Clinic
Religious Education Programs	
Parish Youth Group	
Choirs	
The St. Joseph Soup Kitchen	

### Fees

Fees are not intended to be profit-making for the parish. Fees help defray overhead costs involved in operating the Hall during the events. **These fees are subject to change.** Parish organizations, extra-parish organizations, registered parishioners, and non-parish groups operating an activity or event **for-profit**, will be charged a fee to use the Hall. Events held in the Hall by any organization, whether part of the parish or not, whose purpose is to **fund-raise for the parish** will not be charged a rental fee to use the Hall.

## Current Rates

### Information Concerning Fees & Deposits

1. The Non-Refundable Reservation Fee will be added to any balance owed by any organization, parishioner, or group at time of payment.

	Parish Organizations	Extra-Parish Organizations	Individual Parishioners	Non-Parish Groups
Non-Refundable Reservation Fee	\$150 (for-profit) \$0 (non-profit)	\$150 (for-profit) \$0 (non-profit)	\$150 (for-profit) \$100 (non-profit)	\$300 (for-profit) \$200 (non-profit) \$0 (non-profit parish fund-raise)
Refundable Security Deposit	\$75	\$75	\$75	\$250
Liability Insurance	N/A	\$100 Required	\$100 Required	\$100 Required

2. All fees, deposits and/or remaining balances are **due two weeks prior to the scheduled event**. If they are not received by such time, the event is subject to cancellation with forfeiture of the Non-Refundable Reservation Fee.
3. If the Parish Office must cancel the reservation, the fee will automatically be refunded.
4. If the person/group must cancel the reservation, a 2-week notice is required to receive a refund of all fees paid to date with the exception of the Non-Refundable Reservation Fee.
5. There will be a \$38.00 fee for all dishonored checks, and this fee must be paid in cash, in addition to the initial costs to maintain the reservation.

### General Guidelines

The Hall is a part of the parish and those participating in events held there should dress and conduct themselves accordingly.

Smoking, chewing tobacco, and foul/obscene language will not be allowed inside or outside the Hall. If observed, the offenders will be asked to leave. Smoking is permitted at designated areas outside the Hall.

Adult supervision is required of all persons under the age of 18 always.

No pets will be allowed in the Hall. Service animals are not considered pets, but advanced notice should be given if service animals are anticipated.

### Alcoholic Beverage & Insurance Guidelines

Alcoholic beverages are restricted to the Hall and **are not allowed in the parish church under any circumstances**.

The sponsoring person or organization accepts full responsibility for maintaining control of consumption and enforcing moderation. **Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease and** shall also be cause for future denial of permission for the sponsoring organization.

## Historic St. Joseph Catholic Church, Downtown

General Liability Insurance (GLI) shall be purchased either directly from the Diocese of Pensacola Tallahassee (see attached form) or a certificate of GLI must be provided with coverage up to \$1,000,000.00 per incident with St. Joseph Catholic Church, Diocese of Pensacola-Tallahassee, AND the current Bishop listed as Additional Insured. The Certificate is to be provided at least two (2) weeks prior to the event or it is subject to cancellation and forfeiture of the reservation fee.

The sponsoring person or organization accepts full responsibility to ensure that consumption by a minor is **STRICTLY PROHIBITED**.

The parish reserves the right to rescind permission for consumption of alcoholic beverages if a conflict arises with other uses of the building(s) taking place at the same time, which may be incompatible with alcoholic beverage consumption.

Proof of Liability insurance for organizations and parties serving alcohol on parish grounds is a diocesan requirement. This insurance may be purchased through the diocese at a reduced cost or purchased independently. The Parish Office can provide the details at the time of reservation.

All events which incorporate alcohol on the parish grounds shall come under the guidelines of the appropriate Florida State Statutes administered by the Florida Alcohol, Tobacco and Firearms organization. No open alcoholic beverages may be taken outside the building.

### Clean-up Regulations

If the hall, kitchen, and/or restrooms are not sufficiently cleaned by the organization, as determined by a designated parish staff member or parishioner, a \$75 cleaning fee will be deducted from the Refundable Security Deposit.

#### A. Hall:

- ❖ Clean up any spilled food or beverage off the floor, counters, and tables.
- ❖ Sweep the hall and corridor area to include under the tables and chairs. Mopping may or may not be required. If a major spill/mess occurs, mopping is necessary. Otherwise, sweeping will suffice.
- ❖ Ensure that the tables and chairs are left in pre-event location and condition.
- ❖ Any trash containers that become full during the event are to be closed, tied and deposited in the dumpster in the parish parking lot. At the end of the event the same procedure is to be followed for any partially used or full trash bags. Place new trash bags in trash cans when this occurs.
- ❖ Hall must be cleared of belongings of the individuals/organizations using it immediately after the event is over. The parish will not be responsible for any personal articles or any equipment brought onto the premises. Failure to observe this requirement may result in forfeiture of the **security** deposit.
- ❖ All lights are to be turned off.
- ❖ All thermostat controls are to be adjusted only by the Coordinator or "person-in-charge". The temperature settings for cooling and heating systems are to be returned to their pre-event settings.
- ❖ All exterior doors are to be closed and locked appropriately. Any interior doors that were unlocked for the event are to be closed and locked such that the building is left in the same condition as it was found.

#### B. Kitchen and restrooms:

- ❖ **All** trash bags are to be closed, tied and deposited in the dumpster in the parish parking lot. Place new trash bags in trash cans.
- ❖ Ensure that all kitchen equipment is properly turned off for safety reasons.
- ❖ Ensure that coffee urns are cleaned and unplugged.
- ❖ Ensure that sinks are empty and clean.
- ❖ Spilled food, food particles, crumbs, etc. on the floor or countertops are to be picked up and cleaned at the time of the spillage.

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## Historic St. Joseph Catholic Church, Downtown

- ❖ Sweep the kitchen area. Mop any spill residue remaining after sweeping is completed. Mopping may or may not be required. If a major spill/mess occurs, mopping is necessary. Otherwise, sweeping will suffice.
- ❖ All cabinets, tables, dishes, glasses, pots, pans, etc. used should be properly cleaned with appropriate cleaning materials and left as found.
- ❖ Sweep and mop the restrooms and ensure all trash is taken away.
- ❖ **NO CHILDREN UNDER THE AGE OF 18 ARE ALLOWED IN THE KITCHEN WITHOUT ADULT SUPERVISION.**
- ❖ **Both** restrooms are to be cleaned and left in the pre-event condition.