

HALL USAGE POLICY

Purpose

This policy document outlines the rules and regulations pertaining to use of the Parish Hall at St. Joseph Catholic Church. The primary purpose of the Hall is for the social and spiritual development and fellowship of the parish community. It is a facility in which parish meetings, educational and social programs may be conducted. Other groups whose values and goals are consistent with those of the parish are cordially invited to use the Hall, provided a parish group has not already reserved it for the same time.

Reservations

ALL reservations for use of the Hall must be made to the Parish Office. Reservations will be taken following the priorities listed in the Qualifications for Participation section. The dates will be recorded in the administrative office and managed by office staff. All groups must have adequate adult supervision and one adult must be the contact person and person-in-charge. All groups are responsible for having adequate supervision by a qualified adult caregiver for children activities. **ALL FUNCTIONS MUST END BY 12 MIDNIGHT.**

Qualifications for Participation

The following list is a prioritization of precedence which will be utilized in resolving scheduling conflicts should they arise. The lower the number, the higher the priority.

1. Parish-sponsored events take the highest priority for use of the Hall.
2. Parish-affiliated organizations are those organizations which are essentially branches of the parish, but the events hosted may not be open to all parishioners. A list of all recognized parish-affiliated organizations for St. Joseph's can be found at the end of this policy.
3. Extra-parish organizations. A list of all recognized extra-parish organizations for St. Joseph's can be found at the end of this policy.
4. 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 they will be considered participating and registered as regards rental of the Hall.
5. Community activities and/or basic rental of the building or room.

Fee Schedule

The fee schedule is not intended to be a profit-making venture for the parish. The fees help to defray the actual expenses involved in operating the building during the time of the events held. **These fees are subject to change.** Extra-parish groups, parish groups operating an activity for profit, or registered parishioners holding an event, will be charged a fee for the use of the Hall. Events held in the parish hall by any organization, whether they are a part of the parish or not, whose purpose is to fundraise for the parish will not be charged a rental fee for use of the Hall.

Current Rates

Information Concerning Fees & Deposits

1. The Reservation Security Deposit amount will be required at the time of booking. Reservation Deposit is refundable if even is cancelled 30-days prior to the scheduled event.

	Parish Organizations	Extra-Parish Organizations	Individual Parishioners	Non-Parish Groups
Hall Rental	\$0.00	\$0.00	\$325.00	\$625.00
Refundable Security Deposit	\$0.00	\$100.00	\$100.00	\$125.00
Liability Insurance	N/A (<i>unless serving alcohol</i>)	\$100.00 Required	\$100.00 Required	\$100.00 Required

2. All fees and/or remaining balances are **due two weeks prior to the scheduled event**. If the fees are not received by such time, the event is subject to cancellation with forfeiture of all funds received.
3. 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 in order to maintain the reservation.

General Guidelines for Use of the Parish Hall

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

Smoking, chewing tobacco, gum chewing, and foul/obscene language will not be allowed anywhere inside the facility. If observed doing this, the offenders will be asked to leave the building. Smoking is permitted at designated areas outside the building.

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

No pets will be allowed in the Hall. Service animals are not considered pets, but advance 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 whatsoever**.

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.

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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 Bishop William Wack Parkes 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.

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 as noted above (cf. #5). 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.

Event Regulations - Requirements for Refundable Deposit

A. Hall Clean-Up Requirements

- ❖ Clean up any spilled food or beverage off the floor and tables.
- ❖ Mopping may or may not be required. If a major spill/mess occurs, mopping is necessary.
- ❖ Ensure that the tables and chairs are left as you found them.
- ❖ 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.
- ❖ 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.
- ❖ Failure to observe these requirements may result in forfeiture of the security deposit.

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B. Kitchen Clean-up Requirements:

- ❖ 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.
- ❖ 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.
- ❖ **NO CHILDREN UNDER THE AGE OF 18 IS ALLOWED IN THE KITCHEN WITHOUT ADULT SUPERVISION.**
- ❖ Failure to observe these requirements may result in forfeiture of the **security** deposit.

C. Bathroom Clean-Up Requirements:

- ❖ 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.
- ❖ All toilets/urinals flushed
- ❖ Leave bathrooms in the same clean and working order prior to rental.
- ❖ Report any and all plumbing problems to the parish office.

Parish Organizations	Extra Parish Organizations
Parish Prayer Groups	The Knights of Peter Claver
Post/Pre-Mass Socials (Sundays)	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 Outreach	Our Lady of the Angels St. Joseph Medical Clinic
Religious Education Programs	
Parish Youth Group	
Choirs	
The St. Joseph Soup Kitchen	