

# **Sts. Simon and Jude Catholic Church**

## **Facility Reservation and Use Policy**

**PURPOSE:** This policy was developed to assist all users of Sts. Simon and Jude Catholic Church facilities be good stewards. In addition, the policy is consistent with the facility related policies of the Archdiocese of Houston-Galveston

**FACILITY USERS SUBJECT TO THESE POLICIES:** This policy applies to all Sts. Simon and Jude Parish Ministries, programs, and community organizations using the Sts. Simon and Jude facilities. These organizations include, but are not limited to:

- Pastoral Office Staff
- Religious Education
- Sts. Simon and Jude Ministries and Organizations
- Community Organizations (Knights of Columbus, Cub Scouts, Boy and Girl Scouts, American Heritage Girls, etc.)

**COMMUNITY USAGE:** Sts. Simon and Jude provide facilities for community service organizations and functions. Facilities may not be used for political purposes or for the selling of goods and services which profit an individual or for-profit company. All community service organizations and functions must have the explicit approval of the Pastoral Associate prior to scheduling.

All facilities are smoke-free environments.

No wedding receptions will be booked unless wedding ceremony is performed here at Sts. Simon and Jude Catholic Church.

Security Officer must be on premises for any event with 100 attendees and when alcohol will be present. Additional officer is required for each additional 50 attendees. No BYOB events allowed.

Non-Sts. Simon and Jude affiliated groups (such as community organizations) will be required to obtain insurance coverage for events. The Insurance Application form must be obtained when the event is scheduled and must be completed no less than 10 working days prior to the event. The form must be completed for the facility to be reserved.

**ALCOHOL:** Contact the parish office for further requirements if alcoholic beverages are to be served. Strict requirements apply to the service of alcohol. Additional costs incurred due to the alcohol service must be paid by the person/organization reserving the facility.

### **USER RESPONSIBILITIES:**

All facility users are required to complete a Facility/Room request form to reserve any meeting rooms or event facilities. Facilities are not reserved without a completed Facility/Room request form. (No Exceptions) and facilities cannot be “held” without a completed form.

**FACILITY SET UP:** Each room has a “standard set up”. Groups are welcome to change the setup if the standard setup does not meet their needs, however, the room must be returned to the standard setup when the event is concluded.

For large events in Domec Hall or the Event Center: Please provide in writing/and or a drawing the preferred set up of tables, chairs, podium, audio and visual aids needed.

With any use of a meeting room or event facility, all organizations, parish ministries, employees, groups are expected to leave facilities and/or meeting rooms tidy.

Use of Ice Machine for meetings/events is allowed.

All trash is disposed of outside with new liners in cans. Use of tables and chairs, kitchen supplies (drink dispenser, serving and cooking items, etc.) must be returned to their original state. Any major spills need to be swept up and or mopped as needed.

### **RENTAL FEES:**

Any Organization/Group/Individual wishing to rent space in Domec Hall (100 seating capacity) or the Event Center (600 theater, 390 seating capacity)

Domec: \$400.00 for 4 hours with use of Kitchen

\$650.00 for 8 hours with use of Kitechen

Any additional hours needed: \$200.00

**Security Deposit: \$200.00 due upon request of rental of hall. Deposit is not applied towards the rental fee, but is refunded after the event.**

**Liability insurance policy is required for all events. If you do not have a current liability policy that the parish and the archdiocese can be added onto as an “additional insured” then one can be completed through the Hospitality Coordinator from the archdiocese per event.**

**Meeting Room: \$35.00 per day (Rooms 19/20 are \$75/day)**