

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

### **Facility Reservation and Use Policy**

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

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

- Pastoral Office Staff
- Religious Education
- St. Simon and St. Jude Ministries and Organizations
- Community Organizations (Knights of Columbus, Cub Scouts, Boy and Girl Scouts, Love Lighters, etc)

**COMMUNITY USAGE:** St. Simon and St. 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 Parish Administrator prior to scheduling.

All facilities are smoke-free environments.

No wedding receptions will be booked in either hall unless wedding ceremony is performed here at St. Simon and St. Jude Catholic Church.

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

Non-St. Simon and St. Jude affiliated groups (such as community organizations) will be required to obtain insurance coverage for events. The cost of this coverage by Catholic Mutual is \$25.00 per event. 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 \$25.00 insurance fee must be paid 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:**

1. 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 (300 standing, 90 sitting capacity) or the Event Center (600 standing, 400 sitting capacity)

Domec: Parishioner: 350.00 for 4 hours with use of Kitchen

500.00 for 8 hours with use of Kitchen

Non-Parishioner: 500.00 for 4 hours with use of Kitchen

700.00 for 8 hours with use of Kitchen

Event Ctr: Parishioner: 550.00 for 4 hours with use of Kitchen

1000.00 for 8 hours with use of Kitchen

Non-Parishioner: 700.00 for 4 hours with use of Kitchen

1200.00 for 8 hours with use of Kitchen

Any additional hour needed: 100.00 (either hall)

Audio Visual Equipment use: 50.00

**Security Deposit: 200.00 due upon request of rental of hall. Refundable up to 30 days prior to an event. After 30 days, non-refundable. This fee is deducted from your rental fee.**

**Liability insurance policy is required for all events. If you do not have a current liability policy that the parish and the diocese can be added onto as an "additional insured" then one can be purchased through the diocese for 25.00 per event.**

**If you would like use of tables and chairs in either hall: 100.00 set up and tear down fee.**

**Basketball Court/Meeting Room: 35.00 per hour**

**No rental fee for 50<sup>th</sup> or 75<sup>th</sup> wedding anniversaries (set up and clean up fee still applicable)**