

CHURCH OF THE HOLY FACILITY USE AND SCHEDULING POLICY

All Facilities of Holy Spirit Parish exist to support the mission of the parish. This Facility Usage and Scheduling Policy is intended to establish the framework and rules regarding the use of the parish facilities.

Tiered Priority Usage

The scheduling and usage of the facilities of Holy Spirit will be evaluated based on the following tiered priorities:

Tier 1 – Core Church Functions

Scheduled by: Pastor, Deacon, Parish Staff, Religious Education (all ages, including PREP and OCIA), Pastoral Ministries, Funerals

Fees: None

Indemnification and Insurance: None (covered activity under Catholic Mutual)

Responsibility for set-up/tear-down and cleaning: For funeral luncheons, the group scheduling the luncheon is responsible, other events will be by Holy Spirit Staff.

Forms Required:

- Regular scheduled activities: None, but the schedule of events must be provided to the facility manager
- Special events (breakfasts, retreats, etc.): "Facility Request Form"
- Funeral luncheons: "Facility Request Form"

Tier 2A – Support Ministry Programs

Scheduled by: Parish Ministries/lead (internal and under control/authority of Holy Spirit Parish)

Fees/Insurance: None

Indemnification and Insurance: None for internal Holy Spirit ministries.

Responsibility for set-up/tear-down and cleaning: Ministry members

Forms/Approvals Required:

- Inclusion on list of planned activities
- completion of a "Facility Request Form" to the facilities manager
- if applicable, approval of "Request to Fundraise or Solicit Donations" form

Tier 2B – Support Ministry Programs of External Groups

Scheduled by: External groups such as Girl Scouts, Boy Scouts, Knights of Columbus, etc. These groups generally report to other agencies outside of Holy Spirit Church and may have separate financial management.

Fees: None

Indemnification and Insurance: Completion of Facility Usage/Indemnity Agreement, including providing certificate of insurance of not less than \$1,000,000 per occurrence. In lieu of Indemnity and use of private insurance, group may purchase "special event" liability coverage from Catholic Mutual at their cost (currently \$125).

Responsibility for set-up/tear-down and cleaning: Members of External Group

Forms/Approvals Required:

- Inclusion on list of planned activities
- completion of a "Facility Request Form" to the facilities manager
- if applicable, approval of "Request to Fundraise or Solicit Donations" form
- Certificate of Insurance or proof of Special Event coverage
- Facility Usage Indemnity Agreement (unless Special Event coverage is purchased)
- As applicable, "Special Event Insurance" application.

Tier 3 – Events related to sacraments by Parishioners (such as baptismal socials)

Scheduled by: Active Parishioners of the parish

Fees: \$100 for Social Hall, \$150 for Agape Hall (fees may be waived in lieu of free will offering at the discretion of the pastor)

Indemnification and Insurance: Completion of Facility Usage/Indemnity Agreement, including providing certificate of insurance of not less than \$1,000,000 per occurrence. In lieu of Indemnity and use of private insurance, parishioners may purchase "special event" liability coverage from Catholic Mutual at their cost (currently \$125).

Responsibility for set-up/tear-down and cleaning: Group scheduling the event

Cleaning fee: The church will assess a \$500.00 cleaning fee if a group fails to clean up after themselves and return the space to its original configuration.

Forms/Approvals Required:

- completion of a "Facility Request Form" to the facilities manager no later than one week prior to planned event (but not before the sacrament is scheduled)
- Certificate of Insurance or proof of Special Event coverage
- Facility Usage Indemnity Agreement (unless Special Event coverage is purchased)
- As applicable, "Special Event Insurance" application.

Tier 4 – Events related to sacraments by non-Parishioners (such as baptismal socials)

Scheduled by: non Parishioners

Fees: \$175 for Social Hall, \$250 for Agape Hall (payable to Holy Spirit Parish)

Indemnification and Insurance: Completion of Facility Usage/Indemnity Agreement, including providing certificate of insurance of not less than \$1,000,000 per occurrence. In lieu of Indemnity and use of private insurance, non-parishioners may purchase "special event" liability coverage from Catholic Mutual at their cost (currently \$125).

Responsibility for set-up/tear-down and cleaning: Group scheduling the event

Cleaning fee: The church will assess a \$500.00 cleaning fee if a group fails to clean up after themselves and return the space to its original configuration.

Forms/Approvals Required:

- completion of a "Facility Request Form" to the facilities manager no later than one week prior to planned event
- Certificate of Insurance or proof of Special Event coverage
- Facility Usage Indemnity Agreement (unless Special Event coverage is purchased)
- As applicable, "Special Event Insurance" application.

Tier 5 – Other uses are generally not allowed, with the exemption of special circumstances involving activities that support the mission of the parish

Scheduled by: only as approved by the Pastor

Fees: Fee to be determined in coordination with pastor

Indemnification and Insurance: Completion of Facility Usage/Indemnity Agreement, including providing certificate of insurance. The amount will be established in the indemnity agreement, but in no case will be less than \$1,000,000 per occurrence. The group may be eligible to purchase "Special Event" coverage from Catholic Mutual, at their cost.

Responsibility for set-up/tear-down and cleaning: Group scheduling the event

Cleaning fee: The church will assess a \$500.00 cleaning fee if a group fails to clean up after themselves and return the space to its original configuration.

Forms/Approvals Required:

- "Facility Request Form"
- Indemnification Agreement
- Certificate of Insurance or proof of Special Event coverage
- As applicable, "Special Event Insurance" application.
- The church may require additional information, such as individual indemnity from participants, at its discretion.

Parish facilities may NOT be scheduled, or used, for: personal business, fundraising for causes that are not related to parish ministries, or political activity.

Each request to reserve a space or area must be submitted using the appropriate forms in advance, including the placing of tables in the narthex or use of specific rooms or facilities. If conflicts exist with more than one group requesting use of the facility at the same time, the tiers above will be used to determine the priority. Once a facility request has been approved and scheduled it cannot be "bumped" by a higher priority users without the specific approval of the Pastor. The Pastor will make the final decision as to which organizations and/or individuals will be permitted use of all parish facilities.