

ST. VINCENT de PAUL PARISH PASTORAL CENTER USAGE POLICY

Though the St. Vincent de Paul Pastoral Center is a large facility, we as a parish are actively involved in a wide variety of ministries, programs, activities and events. This causes a great demand for the meeting spaces that are available. The parish facilities are primarily for parish events. Any use of parish facilities must be consistent with the teaching, philosophy, and mission of St. Vincent de Paul Parish. The Pastoral Council has adopted policies and guidelines to assure that space can be made available to meet as many needs of the parish community as possible while assuring that proper priority is given to the programs and projects that are most directly related to our mission statement.

PRIORITY

1. First priority in scheduling will be given to groups and programs which relate directly to our parish mission statement. Included in this are the school, parish religious formation programs, the junior and senior high school youth ministry, adult education, liturgy, major committees whose explicit purpose is the accomplishment of our mission of welcoming and community building, education and outreach. In most circumstances a member of the parish staff is a direct liaison to the parish administration, i.e. school administrator, parish religious formation/youth ministry directors, pastoral minister, director of worship, associate pastor, pastor.
2. Second priority will be given to activities or groups who are under the supervision of one of the first priority groups, but whose purpose is indirectly related to the mission. Examples: baby sitting for adult events, after school care programs and extracurricular education classes.
3. Third priority will be given to those groups, programs, or activities whose primary purpose relates indirectly to the mission of the parish and are not under the direct supervision of the pastoral staff. Examples: Knights of Columbus, scouting groups, parish affiliated athletic events that are open to all parishioners, sports clinics sponsored by the parish (et. al: the parish receives the proceeds), etc.
4. Fourth priority will be given to other groups, organizations, and persons not linked to the mission of the parish, but comprised of parishioners. Examples: parishioner private use for meetings, family gatherings and receptions, parish affiliated teams of a "select" nature, non parish-affiliated athletic events, and non-parish sponsored sports clinics.
5. Fifth priority may be given to outside organizations.

REGULATIONS FOR USE OF PARISH FACILITIES

When requesting use of parish facilities the following regulations should be observed:

1. All applications for use of parish facilities shall be signed by a registered parishioner or parish employee.
2. Use of facilities for non-parish events will be considered on a very limited, case-by-case basis by the Administrative Staff. Applications for such events must be submitted at least 90 days in advance to allow time for the Committee to evaluate the request. Use fees, staff liaisons, and custodial requirements shall be determined at the discretion of the Pastor and Director of Operations.
3. First priority events may occasionally take precedence over a second, third, or fourth priority scheduled event. Nevertheless, every effort will be made to identify alternative possibilities in date or location.
4. Applications must be signed by an elected officer who shall agree that the organization shall be responsible for providing a certificate of liability insurance in the amount of \$1,000,000.00. Such certificate shall name St. Vincent de Paul Parish and the Archdiocese of Omaha as additional insured. The applicant shall also agree in writing to be responsible for any damage to property other than ordinary wear and tear due to such occupancy and for the strict observance of these rules and regulations.
5. All fees shall be paid at least two weeks prior to the date of the event.
6. All groups are asked to obtain and follow the parish Liquor Liability Control guidelines.
7. In order to be good stewards of parish resources, the parish cannot loan equipment for individual use by parishioners when the equipment would leave the Pastoral Center.
8. The multi-purpose room should only be used for parish events and activities and should not be rented for use. Other rooms may be available on a case-by-case basis for non-parish events after review by the Facilities Use Committee.

SCHEDULING

Application for use of parish facilities shall be made to the Parish Office. The gold Application for Use of Parish Facilities form may be obtained from the parish secretary. The Parish Office Coordinator may suggest an available room which would be more suitable for the event.

1. Scheduling will be done on a first-come basis with recognition to the priorities established.
2. Scheduling should be done as much in advance as possible. Ordinarily, unless events are scheduled at least two months in advance, higher priority groups cannot supersede lower priority groups.
3. First priority events may occasionally take precedence over a second, third, or fourth priority scheduled event. Nevertheless, every effort will be made to identify alternative possibilities in date or location.
4. Activities will only be scheduled in rooms which are appropriate for the activity and the number of participants involved. For example: only educational classes or meetings will be scheduled in classrooms; only Religious Education classes are scheduled on Wednesday evenings.
5. Non parish-sponsored but affiliated groups, organizations and/or individuals are required to provide the parish a certificate of liability insurance in the amount of \$1,000,000.00. Such certificate shall name St. Vincent de Paul Parish and the Archdiocese of Omaha as additional insured. This would include, but not be limited to: Boy Scouts, Girls Scouts, Knights of Columbus, etc. Individuals of any group may be asked to sign an Adult Hold Harmless Indemnity Agreement.
6. Use of facilities for non-parish events will be considered on a very limited, case-by-case basis by the Administrative Staff. Applications for such events must be submitted at least 90 days in advance to allow time to evaluate the request. Applications must be signed by an elected officer who shall agree that the organization shall be responsible for providing a certificate of liability insurance in the amount of \$1,000,000.00. Such certificate shall name St. Vincent de Paul Parish and the Archdiocese of Omaha as additional insured. The applicant shall also agree in writing to be responsible for any damage to property other than ordinary wear and tear due to such occupancy and for the strict observance of these rules and regulations. Use fees, staff

liaisons, and custodial requirements shall be determined at the discretion of the Pastor and Director of Operations.

7. Normally a non-parish event will not receive final approval more than 60 days in advance. Once a non-parish event has been approved, a contract will be signed by an elected officer of the organization and the Saint Vincent de Paul Director of Operations. This contract shall specify, but not be limited to: identifying spaces to be used, dates and times of usage, fees to be paid, dates that fees are to be paid, insurance requirements, rules and regulations for usage and clean-up responsibilities. It is important to note that on occasion an event will conflict with a priority one event such as a funeral. In these cases the needs of the funeral family must take precedence. The earliest possible notice will be given to the renter. Please be prepared with a contingency plan should this circumstance occur.

8. All fees shall be paid at least two weeks prior to the date of the event.

9. In order to be good stewards of parish resources, the parish cannot loan equipment for individual use by parishioners when the equipment would leave the Pastoral Center.

10. All groups are asked to obtain and follow the parish Liquor Liability Control guidelines.

CRITERIA FOR PARISH/NON-PARISH USE OF FACILITIES

It is often asked what criteria an organization must meet to be parish sponsored or affiliated. In the event of an insurance claim involving a potential non-parish sponsored activity, the following questions would be asked to further determine if a group was parish sponsored and eligible for insurance coverage.

1. Did the parish have full control over the group or function?
2. Did any costs or fees associated with the function flow through parish accounts?
3. Was the function or group open to all parish members?
4. Was the purpose of the function or group to facilitate learning, raise revenue for the parish or provide a social service on behalf of the parish?
5. Was the teacher or leader of the group a parish volunteer or employee?

In general, a group, which does not meet the definition of an affiliated organization or is unable to answer the above five questions in the affirmative would not be parish sponsored. Accordingly, that group must sign the Facility Usage/Indemnity Agreement and supply the parish with the necessary insurance documentation.

Normally, a non-parish event will not receive final approval more than 60 days in advance. Once a non-parish event has been approved, a contract will be signed by an elected officer of the

organization and the St. Vincent de Paul Director of Operations. This contract shall specify, but not be limited to: identifying spaces to be used, dates and times of usage, fees to be paid, dates that fees are to be paid, insurance requirements, rules and regulations for usage and clean-up responsibilities. It is important to note that on occasion an event will conflict with a priority one event such as a funeral. In these cases the needs of the funeral family must take precedence. The earliest possible notice will be given to the renter. Please be prepared with a contingency plan should this circumstance occur.

OFFICE PROCEDURE FOR PLACING AN EVENT ON THE PARISH CALENDAR

The parish calendar is created each year in May when the parish/school/religious formation administrative staffs meet to set the dates of events for the following year. No other events are put on the calendar until the administrative staffs finalize their joint calendar. After that time, organization representatives may request time on the calendar. If the time period requested is free and does not interfere with other events that evening, the event will be placed on the calendar by the Parish Office Coordinator. If a request causes a room conflict, the Parish Office Coordinator will either deny the request, find a different space that would be available, or speak with the staff person whose event is already scheduled to see if something can be worked out. It is the responsibility of staff to notify the parish office when an event has been cancelled, postponed or moved off-site, so that the calendar can be updated.

ST. VINCENT de PAUL CATHOLIC CHURCH — RENTAL AGREEMENT

The St. Vincent de Paul Pastoral Center and grounds belong to our whole parish community and should be treated with respect and dignity. Knowing the costs and rules will help avoid misunderstandings and make your function more enjoyable.

THIS AGREEMENT, made at Omaha, Nebraska between St. Vincent de Paul Catholic Church of Omaha, a Nebraska Corporation, ("Lessor"), and

_____ (Lessee/Parishioner) _____ (Lessee)

The Lessor, in consideration of the specified rental charge, hereby gives to the Lessee(s) the right to use the **Gymnasium and Parish Service Kitchen** of St. Vincent de Paul Catholic Church on Day, Date, Year from a.m./p.m. to a.m./p.m. This agreement does **not** include the use of any other rooms of the Pastoral Center, except the Upper or Lower Commons as needed to access the Gymnasium.

1. The Lessee(s) shall use the premises for the purpose of Description of Event and for no other purpose.
2. The Lessee(s) agrees to pay the following fees and deposits:
 - A. **Use fee: \$500.00** (Payment required as follows: \$100.00 when agreement is signed - non refundable, \$400.00 two weeks prior to scheduled event)
 - B. **Cleaning/Damage Deposit: \$250.00** (Payment is required two weeks prior to the scheduled event. This deposit shall be fully refunded if, after inspection by the facility representative, the premises are clean and undamaged. See reverse for Rules for Use.)
 - C. **Security Guard Fee: \$25.00 x hours of service.** (See #6 below)(Payment is required two weeks prior to the scheduled event.)
3. The Lessee(s) shall not use the premises in violation of any federal, state, city or county laws, ordinances or regulations.
4. The Lessee(s) agrees to pay for any damage or breakage to the premises or the property therein that occurs during such occupancy or as a result of the use of the premises by the Lessee(s) or any guest of the Lessee(s).
5. The Lessee(s) will be required to pick up all loose trash and deposit it in containers provided.
6. NO ALCOHOLIC beverages of any kind shall be SOLD on the premises and ALCOHOLIC beverages shall not be served to minors. If alcohol is served, the Lessee(s) shall pay for the services of a professional security guard who must be present until the last guest has left the premises, at a cost of \$25.00 per hour. This fee will be paid to the parish. The parish will select and contract with the security guard. St. Vincent de Paul assumes no responsibility for any Facility Users non-compliance with this policy. Users assume all responsibility for such non-compliance. Users agree to hold Saint Vincent de Paul harmless for any resulting liability.
7. The Lessee(s), jointly and severally, agree to hold harmless and indemnify the Lessor for any and all Liability incurred for damages to persons or property in or about the premises caused by the Lessee(s), any guests and/or invitees during the use of the leased premises, such damages to include judgments and legal fees as well as costs and expenses to prosecute or defend any suits.
8. Lessee(s) agrees to obtain a certificate of insurance documenting general liability coverage in the amount of \$1,000,000.00 per occurrence and naming St. Vincent de Paul Parish and the Archdiocese of Omaha as additional insureds. Proof of insurance is required two weeks prior to the scheduled event.
9. The Lessee(s) has read and agrees to comply with the Rules for Use of St. Vincent de Paul Catholic Pastoral Center which are attached.

The Archdiocese of Omaha requires the following two paragraphs to be included in this Rental Agreement:

1. No wedding ceremony of any type whatsoever may take place in this area or anywhere on the property of St. Vincent Parish except within the walls of the Church. No weddings, civil or otherwise, outside the Church building during your rental period will be allowed.
2. The contract is subject to immediate cancellation and in fact will be cancelled if the rental of the space for wedding receptions is found to be for a marriage which is not recognized as **valid** by the Roman Catholic Church. As a matter of policy, we will not rent space for wedding receptions which celebrate an invalid union.

IN WITNESS WHEREOF, the undersigned have set their signatures as of this _____ day of _____, _____.

By _____
(Lessor)

By _____
(Lessee)

(Address, phone)

By _____
(Lessee)

(Address, phone)

RULES FOR USE OF PASTORAL CENTER:

- (1) The closing time for the Pastoral Center is 12:00 a.m. Music and alcohol service must stop, and cleanup should begin at 11:30 p.m. to assure doors are locked at midnight.
- (2) The entire building is a non-smoking facility. Ashtrays are available at the entrances. Guest are requested not to litter.
- (3) Advanced decorating is permitted if schedules permit (with prior approval). Please pre-arrange this with the Facility Coordinator. It is important to note that on occasion a conflict may occur between rental events and a funeral luncheon. In these cases the needs of the funeral family must take precedents. The earliest possible notice will be given to the renter. Please be prepared with a contingency plan should this circumstance occur.
- (4) Please coordinate the table and chair configuration with the Facility Coordinator. The Lessee(s) is responsible for moving the tables & chairs for the set-up, and for cleaning and returning them after the event.
- (5) Decorations are limited to the tables only (or self-standing). No tape on the walls or ceiling. No staples.
- (6) All food must be catered. No food may be prepared in the Service Kitchen, as there are no ovens and limited refrigeration. The Service Kitchen may be used for food service if prearranged with the Facility Coordinator and a rental fee paid. If the Service Kitchen is used for food service, the Lessee(s) is responsible for cleaning the counters, sweeping & wet mopping the floor, and sterilizing and putting away any equipment used.
- (7) Coffee pots that are used must have the grounds removed and the pots thoroughly cleaned by the Lessee(s) and be returned to the cabinets.
- (8) The Lessee(s) is responsible for removing left-over food, drinks, and decorations before leaving the building. All trash must be bagged. The Event Coordinator will dispose of trash.
- (9) The Lessee(s) is responsible for sweeping and/or wet mopping the floor.
- (10) Outside grounds must be kept clean of trash, bottles and cans. This is part of the Lessee(s)'s responsibility.
- (11) Rice, confetti or birdseed are prohibited on parish property.
- (12) Drinks and refreshments may not be taken outside.
- (13) The Lessee(s) is responsible for the actions of their guests. Please encourage respectful use of the facilities and equipment by all. Many times children will become restless during long events and begin to "explore" the premises. It is important that children always be supervised. Our rental agreement is limited to the rooms listed in the contract. We recommend that someone in the party be designated for child supervision. This person should be introduced to the Parish Event Coordinator at the beginning of the event. Guests are welcome to use the playground on the north side of the building. You will need to make arrangements to have a door unlocked for them to re-enter the building.
- (14) No smoking or gum allowed in the

GUIDELINES FOR USE OF PASTORAL CENTER MEETING SPACE

Your assistance is required in caring for parish facilities and equipment, both because we are not staffed to pick up after you and in consideration of those who will be using the space or equipment after you. Following these guidelines will help insure that these facilities are available for future generations of St. Vincent de Paul parishioners.

- Schedule use of meeting space or equipment in advance by contacting the Parish Office and filling out an Application for Use of Parish Facilities form. (30-90 days prior to the event is recommended.)
- If you must bring your children to an adult meeting, they must remain in the room with you. Children are not allowed to be unsupervised either in the building or on the playground. Provide adult supervision at all times for children while they are using facilities.
- Leave the room in as good or better condition than you found it.
- Return the furniture to its original position and wipe off tables if food or drink has been served.
- Vacuum, sweep, or mop the room as needed.
- Turn off lights and shut doors.

Please inform the Parish Office of any hazardous conditions or situations that you find.

PASTORAL CENTER

RULES FOR USE of the HANNEMAN HALL

Though the Saint Vincent de Paul Pastoral Center is a large facility, we as Parish are very actively involved in a wide variety of ministries, programs, activities, and events. This causes a great demand for the meeting spaces that are available. Your assistance is required in caring for parish facilities and equipment, both because we are not staffed to pick up after you and in charity to those who will be using the space or equipment after you. Following these guidelines will help insure that these facilities are left in good condition for future users.

- Return the equipment to its original storage area -

- Lunch tables to the table storage room on the north end, arrange according to lines on floor.
- Round and serving tables to the big storage room - S1.
- Chairs to the Parish Furniture Storage closet across from the gym.
- Large coffee pots should be cleaned, dried and returned to the lower cabinets in kitchen.
- Cold drink servers should be cleaned, dried and returned to the lower cabinet on the right.
- Wipe out the microwaves, if used.
- Wash and put other equipment in the cabinets as indicated on the doors in the kitchen.

- Empty trash containers.

- If your event has filled the trash can, please empty it into the dumpster outside. Please do not leave food in the trash containers of the hall or storage room. Replace the can liner from the supply in the hallway to the dumpster on the northeast end.

- Sweep as needed.

- Brooms are located lunch table closet. Wet mop if needed.

- Provide adult supervision at all times for children while using the facility.

- Do not leave unmarked food, beverages, or containers.

- Mark all items left in the refrigerator with the date and event.
- Put your name on anything you want back.
- Unmarked items are disposed. Containers will be kept for two weeks then given to charity.

- Wipe off the counter and tables.

- Supplies are located in the parish kitchen, in the broom closet or under the sink.
- Empty pop cans into the sinks before putting into the trash.

- Clean towels and dish cloths.

- Towels are located in the second drawer by the sink.
- Wet towels should be hung on the rod above the sink.
- Dry towels put in the laundry bag, located in the broom closet.

- Leave the room in as good or better condition than you found it.

- Turn off lights and shut doors

Please inform the parish office of any hazardous conditions that you find. Thank you for your help.

GUIDELINES FOR USE OF THE PARISH SERVICE KITCHEN

All parish committees, groups and staff are welcome to use the parish kitchen. We ask your assistance in leaving it in a clean and orderly condition.

- Paper products are purchased by the parish for all parish meetings and functions for those groups listed as priority one groups as listed in the Pastoral Center Usage Policy.
- Supplies available are: Styrofoam cups, plastic cups, napkins (dessert and dinner), plastic silverware, paper plates, coffee, creamer and sweetener, coffee stirrers, tin foil and plastic wrap.
- The supplies marked "Family Guild" are for funeral dinners.
- There are four 100 cup coffee makers, two electric roasting ovens along with serving items such as utensils, plastic trays, pitchers and coffee servers available for your use. Please clean and return these items to the cupboards or shelves in the kitchen when you are finished.
- Dishwashing supplies are located under the sink. You are asked to take any towels and wash cloths home to be laundered and return them within the week. Food being stored in the refrigerator should be marked with the date and the group's name on it. Food without a date or stored longer than a week will be thrown away.
- No alcoholic beverages should be left in the kitchen at any time. Please talk to Bob if you need to store beverages before an event so he can arrange space in one of the locked rooms.
- Please make sure the kitchen is left clean. You are asked to return all items to the cupboards. The floor should be swept. Please leave a note for Director of Operations if there is a need for the floor to be mopped.

ST. VINCENT DE PAUL SPORTS GUIDELINES REGARDING FACILITY USAGE

Philosophy:

St. Vincent de Paul Parish supports youth athletic activities. We especially encourage athletic programs open to all parish youth. Because this is one facet of our parish's programs, we will balance opportunities for all youth to be involved in athletics with the needs of other parish programs, following the guidelines of the Pastoral Center Usage policy. As good stewards of the facility, the parish may need to limit activities at times.

Our goal is to maintain a safe environment through certification of adult volunteers involved in youth activities, using the program offered by the Archdiocese.

Priorities:

1. Parish-sponsored teams (PAL or CYSL), during respective seasons.

The following teams cannot reserve space more than one week in advance:

- Non-parish-sponsored teams, open to all parish youth, and comprised only of parish youth, younger than 5th grade.
- Non-parish-sponsored teams, comprised only of elementary school-aged parish youth.
- Non-parish-sponsored teams, comprised of at least 50% parish youth who are elementary school age.

SVdP Parish-Sponsored Sports Seasons:

Fall: Football, volleyball, soccer

Winter: Basketball

Spring: soccer, track, baseball

Gym Availability:

(subject to Parish calendar and approved by parish office)

In Season Usage:

Weekday Evenings 5:30 p.m. -9:30 p.m. (will consider a
5:00 start time depending on numbers in ASC)

Saturday 8:00 a.m. to 5:00 p.m. games

Sunday Noon to 6:00 p.m.

Out-of-season Usage:

Weekday evenings 6:00 – 9:00 p.m. (limited to two
nights per week)

Saturday 9:00 a.m. to 4:00 p.m.

Sunday: no practices

Summer Usage:

Weekday evenings 6:00 p.m. – 9:00 p.m. (limited to two
nights per week)

Other Guidelines:

No practices are to be held on the soccer field or Hanneman Hall. Practices for students younger than sixth grade should end by 8:00 p.m.

USE OF PARISH FACILITIES DURING RELIGIOUS EDUCATION CLASSES

Wednesday Night Building Usage

Parish facilities are reserved for the Religious Education Program on Wednesdays from 3:45—8:30 pm. The After School Care Program is an extension of the School program and will use designated spaces until 6:00 pm.

Wednesday Night Gym Usage

The After School Care Program has use of the gym prior to the Religious Education Program, there are no activities scheduled during the Religious Education Program from 3:45—8:30 pm. The gym may be scheduled from 8:00 pm to 9:30 on Wednesday, when it is available.