

## **GUIDELINES FOR USE OF SPACE AT ST. JOSEPH'S**

*As a Catholic community, we witness to the love of Jesus Christ in the world. Our vision is to celebrate who we are as a vibrant parish community where all are welcomed, nourished in faith and called to share God's gifts with one another and the world.*

The community of St. Joseph's Church wishes to be supportive of educational, cultural and civic programs that enhance the well-being of the community-at-large.

When possible, we make our facilities available on a limited basis for programs and non-parish organizations which are in harmony with our mission. Space at St. Joseph's Church is reserved, first of all, for liturgy and parish & school ministry, then for parishioners, and finally for other organizations on approval by staff.

Arrangements for the use of space is made through Kathleen Best or Kathleen Langston, Facility Schedulers, in the Pastoral Offices in consultation with Parish Staff. The staff reserves the right to refuse use, for any reason, including that the event is deemed inappropriate for a church setting or presents a liturgical conflict. New uses and long term commitments (weekly/monthly) will be reviewed by the staff.

Space is generally not available from Saturday, 3 p.m. through Monday morning, or any other time that conflicts with scheduled liturgies, services or major ministry functions. All evening meetings must conclude by 9:00 pm.

Use of space by non-parish groups may not be scheduled more than 3 months in advance. Parish ministries and groups are urged to schedule their full year calendar of events & meetings by July 15.

Signature of application by group representative signifies agreement to abide by the provisions listed and to payment of rental fee. Payment must accompany application, according to the following:

### **USAGE FEES**

**(Applies to non-parish groups and events)**

We reserve the right to increase fee, if the usage exceeds 3 hours. All room uses may be subject to additional custodial fees\*.

|                        |  |
|------------------------|--|
| Church Building/Chapel | Generally for Worship use only, Recitals \$100   |
| Pastoral Offices       | N/A - Staff use only   |
| PRC Meeting Rooms      | \$25 per room -one time events and initial group meetings, for each additional meeting a fee of \$10 will be charged |
| School Gym / Kitchen   | \$200 plus custodial fees & cleaning deposit   |

#### **Additional Fees:**

\*Custodial/On-site Staff \$15/hr.—evenings and weekends

\*\*Cleaning Deposit: \$100 for Gym and Kitchen Use

***Facilities are not available for wedding receptions.***

***Funeral receptions are booked separately with Pastoral Staff  
and Martha Ministry.***

1. Users requesting the facilities shall be held responsible for compliance with the laws affecting the safety and welfare of participants. Please supervise children at all times.
2. All groups must sign in at the security desk upon arrival and sign out upon completion of their event, signing the “Facility Use Completion Form” as you leave the building. (Sample attached)
3. Every reasonable precaution shall be taken by the users to maintain safe practices and to prevent damage to property. The expense to normal wear and tear will be borne by the church. Any unusual or excessive damage to property must be paid by the user.
4. This campus is a drug-free zone. Smoking is not allowed on our campus, including in our building, sidewalks, parking lots or playground. The use of alcoholic beverages requires special arrangements and is discouraged. Open alcoholic beverages containers are never permitted outside the booked event space, including hallways, sidewalks, parking lots, and playground. Alcoholic beverages—open or sealed—may not be stored in our kitchen except for the duration of the event.
5. Non-parish groups are responsible to supply their own tablecloths, paper products, beverages and trash supplies. All groups are responsible for removing or discarding unused food, recycling paper & plastic and for bagging trash and bringing it to outside dumpster for disposal. Facility must be left the way it was found including furniture storage or arrangement.
6. Users are expected to provide their own audio-visual equipment. Requests for microphone set-ups for spoken voice only are to be made with the Music Director via the initial Room Request form.
7. Decorations need to cause no damage to any walls and must be removed at the end of the event.

8. Activities must be confined to the area designated on the application.
9. Staff members of the church and school reserve the right to enter the area at any time, to consult with the people in charge of the function, and to request & enforce compliance with our guidelines.
10. Admission may not be charged for any function held at St. Joseph's Church & School without specific exception by the staff. Free will donations are acceptable.
11. Hold Harmless agreements must be signed upon request of facility by non parish organizations and insurance certificate presented two weeks before the event.
12. For musical programs, PRO fees will be the responsibility of the individual or group using St. Joseph's facilities.
13. Any publicity for the event will be handled by the group or individual using the facility. Publicity direction to St. Joseph's parishioners—bulletin, signs, ticket sales, etc.—soliciting parishioner participation in any way needs to be approved by the staff.
14. All inquiries regarding non-parish events must be made to the sponsoring organization. St. Joseph's will not be responsible for accepting reservations, answering questions about the event, etc.
15. The use of this facility by non-parish groups does not imply endorsement by the church of the using group or its program. We request that the publicity be produced with this in mind. Please be clear that St. Joseph's is the location only—not that it is a St. Joseph's event. e.g. a flier may say:  
  
Location/ At St. Joseph's Church, Sponsor: \_\_\_\_\_.  
NOT: St. Joseph's Church (without identifying the sponsor or benefitting organization) or Sponsored by St. Joseph's Church
16. Phone use is for emergency only.
17. Room and building keys may be provided as needed and must be signed out and returned the next business day to the pastoral offices.

## HOLD HARMLESS AGREEMENT

The undersigned agrees that he will indemnify and hold free and harmless the Roman Catholic Diocese of Rochester, St. Joseph's Church and the Bishop of Rochester from any and all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the undersigned's acts or omissions, and the undersigned will pay any and all judgment decrees, costs, including attorneys fees which may be rendered against Roman Catholic Diocese of Rochester, St. Joseph's Church, or the Bishop of Rochester, it's directors, officers, agents and employees, in any and all such actions or proceedings.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

The undersigned further agrees to carry Liability Insurance or other equivalent insurance which shall cover the Hold Harmless Agreement set forth above with minimum limits of liability \$1,000,000 each person and \$1,000,000 each occurrence for bodily injuries and \$100,000 for property damage in a company acceptable to the Roman Catholic Diocese of Rochester and St. Joseph's Church and the Bishop of Rochester. **A certificate of insurance specifically identifying the agreements insured to the above effect should be provided and should name the Roman Catholic Diocese of Rochester and St. Joseph's Church and the Bishop, as Additional Insureds.**

Dated \_\_\_\_\_

Signed \_\_\_\_\_

**St. Joseph's Church Facility Use  
Sign In & Event Completion Form**

**We have complied with the guidelines for use of space at St. Joseph's and certify that we have cause no damage, cleared and cleaned the space we used and have removed all trash, recycling and other materials we used.**

**Event or Group:** \_\_\_\_\_

**Event Contact Person:** \_\_\_\_\_

Signed \_\_\_\_\_ (User's Signature)

Signed \_\_\_\_\_ (Accepted by)

Dated \_\_\_\_\_