

ST. HENRY CHURCH FELLOWSHIP HALL FACILITIES USE POLICIES

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CHECKLIST

- Pick up Fellowship Hall Packet
- Read Fellowship Hall policies
- Schedule event by submitting payments to the facility coordinator.
- Schedule appointment with the facility manager.
- Turn in Special Events Coverage Form & Facility Usage/ Indemnity Agreement Form
- Turn in Caterer insurance certificate
- Complete facility form, submit to facility manager no later than 2 weeks prior to event for approval

ST. HENRY CHURCH FELLOWSHIP HALL FACILITIES USE POLICIES

Facility Coordinator: Eileen Miller, 615-352-2259 or emiller2@sthenry.org

Facility Manager: Dolly Millican, 615-482-7429 or dhmillican@comcast.net

We are happy that you have selected the St. Henry Church Fellowship Hall for your event. In order to have the event run smoothly, the following policies are in place. Please contact Eileen Miller, Facilities Coordinator, in the Church Office (352-2259) to schedule your event.

SCHEDULING THE FACILITY

For purposes of reserving space at St. Henry Church, the term “parishioner” is defined as a person/family officially registered through the parish office, contributing regularly, and actively participating in the life of the parish for a period of one year prior to an inquiry and request to reserve space. Exceptions will be made for persons/families who have joined the parish within the past year and have a letter of reference from their previous parish stating that they were active, contributing members of that parish.

The Fellowship Hall will be available in the following order of priority:

1. Official parish events. Official is defined as groups and organizations that come under a Parish Council committee.
2. Parishioners for appropriate functions
3. Non-parishioner events by groups with objectives which are consistent with the mission and values of St. Henry Church are known to St. Henry Church and are approved by the Pastor or his designated staff representative. St. Henry Church will rent to charity and non-profit groups but not to for-profit groups whose purpose is to make money.

St. Henry Church reserves the right to cancel an event not meeting the above qualifications or not in compliance with the Facilities Use Policies.

The Fellowship Hall and kitchen are scheduled through the Facilities Coordinator in the parish office by filling out a Facilities Use Form. The requested date will be confirmed after the event is approved and the security deposit is paid.

The number of events scheduled in the Fellowship Hall on a given day will depend on the type of event. One wedding reception in the Fellowship Hall will be allowed per day. Multiple parish events may be scheduled on the same day to be decided on a case by case basis depending on the time involved and the clean-up arrangements. **A Saturday daytime event must end by 3:30 p.m. in order to avoid conflict with the 5:00 p.m. Saturday Mass parking requirements. Saturday evening events/wedding receptions begin at 7:00 p.m. and end by 11:30 p.m.**

If not previously reserved, the Fellowship Hall will be available for set up one day prior to event.

St. Henry Church policy states that the serving of alcohol must cease one hour in advance of the scheduled end of the event – No Exceptions!

Caterers begin cleanup no later than 11:30 p.m., and must vacate the premises no later than 12:30 a.m.

During wedding receptions, the bride's room will remain open. St. Henry Church is not responsible for the loss or theft of personal property. Personal items are the sole responsibility of the owner. It is recommended to remove any valuables when the room is unattended.

FEES

Fees cover the cost of operating the Fellowship Hall. Fees cover on-site staff, cleanup, security, utilities and building depreciation.

No fee will be charged for official parish groups and organizations.

Please contact Eileen Miller, the Facilities Coordinator, 615-352-2259 or emiller2@sthenry.org for more information on fees for parishioner private events and non-parishioner events.

If an adjustment is needed in the fee, a request may be made in writing to the pastor.

The deposit of \$250 is required to secure a date on the master calendar. This deposit is refundable following the event if the facility is left as it was found with no damage. The Facilities Manager, will inspect the facility following the event and report to the parish office. The refund amount is determined on the basis of this report. Please make checks payable to St. Henry Church.

If setup is required after 4:00 p.m. on Friday, extra personnel will be called in for a fee which will be deducted from the deposit.

If an event is cancelled less than 30 days prior to the event, a \$50 cancellation charge will be deducted from the refund of the security deposit.

REQUIRED FORMS

Facility Use Form

Please fill out and return to the parish office the **Facility Use Form** which will provide information on your event. Included on this form is a list of equipment available for your use at no additional cost, a diagram of the Fellowship Hall and several possible table arrangements for your use in deciding on setup arrangement. The parish office will give you a copy for your records.

REQUIRED FORMS (continued)

Special Events Insurance Coverage Form

All non-official parish functions are required to sign up for Special Events Coverage provided by St. Henry Church/Diocese of Nashville through Catholic Mutual Group. Application is made in the parish office no later than one month prior to the event. The coverage provides \$1,000,000 combined Single Limit Bodily Injury, Property Damage and Host Liquor Liability coverage per event (not per claim). There is no additional charge for this insurance coverage.

Facility Usage/Indemnity Agreement Form

All non-official parish functions are required to sign the Usage/Indemnity Agreement Form as part of a *Hold Harmless Agreement*.

FELLOWSHIP HALL AND KITCHEN ACCESS AND SECURITY

Security will open and lock the building.

To provide supervision and assistance, a staff person will be on the premises or on call during events.

Individuals approved by the Facilities Manager and/or Facilities Coordinator may arrange through the parish office to use a key card (recommended) for access in advance of an event to do setup and event preparation.

ALCOHOL POLICY

Use of alcohol must be supervised at all times.

Alcohol is allowed at adult-only parish sponsored functions. Alcohol is not allowed at parish sponsored functions where children are present.

For private functions, an open bar is allowed. Renters are responsible for ensuring that bars are run by ABC licensed bar-tenders who are experienced in controlling the use of alcohol. Professional bartenders are recommended.

Bars must be attended at all times.

Serving to minors is prohibited at all times.

St. Henry Church policy states that the serving of alcohol must cease one hour in advance of the scheduled end of the event - No Exceptions!

Beer kegs are allowed as long as they are kept inside a kegerator. St. Henry has 2 (two) available kegerators.

If coolers are needed, the parish will provide two commercial coolers that do not form condensation on the outside. Home-style coolers or tubs of ice are prohibited as the condensation soaks the carpet.

AUDIO-VISUAL EQUIPMENT

If audio-visual equipment owned by St. Henry Church is to be used for non-official parish events, a parish staff member will be hired to run the equipment. The fee is \$50. This expense is the responsibility of the person renting the facility.

For official parish functions, please make arrangements to have the equipment operated by a parishioner or staff member trained in the operation of the equipment.

CATERERS AND OUTSIDE HIRED EVENT COORDINATORS

A list of approved caterers is available from the parish office. Caterers not on the list may be added after providing references, a certificate of insurance for \$1 million general liability that must state the following, **“St. Henry Church and the Diocese of Nashville is named as Certificate holder and Additional insured”** and must meet with the Facilities Manager.

Caterers must sign a contract listing responsibilities and expectations for use of the facility.

An Event Planner hired by a renter is to consult with the Facilities Manager prior to using the Fellowship Hall. Event planners sign a contract listing responsibilities and expectations for use of the facility.

CHILDREN

Young people under 18 years of age are to be supervised at all times by an adult 21 years of age or older.

Child care facilities are not available for private functions.

For safety reasons, no child under 12 years of age may be in the kitchen.

DECORATIONS

Decoration plans are to be submitted to the Facilities Manager for approval prior to the event. Information should include a brief description of the plan and materials to be used.

Decorations must meet fire codes. Flammable materials are not allowed. This includes sparklers.

Decorations taped, tacked, nailed to doors, walls, ceilings or windows are not allowed.

Glitter may not be used.

Decorations should be free standing and removed from the Fellowship Hall immediately following the event.

Live plants are allowed. No asparagus ferns are allowed because of shedding. Artificial flowers and plants may be used.

DECORATIONS (continued)

Twinkle lights may be placed on trees but may not be hung from walls or ceilings.

No household extension cords may be used. St. Henry will provide extension cords.

Candelabra are allowed only as part of a serving table centerpiece. Dripless candles are required. Candles other than those in candelabra must be enclosed in glass containers.

Votive lights are allowed.

Balloons are to be secured to prevent them from rising to the ceiling.

No live animals are allowed in parish facilities at any time with the exception of service dogs.

Exit doors and handicapped doors are to be unobstructed at all times.

EXTERIOR AREAS

Vehicles are restricted to asphalt areas. Parking is allowed in designated spaces only.

SETUP

The Fellowship Hall will have some tables and chairs set up permanently.

The Facilities Manager will meet with renters and parish groups using the facility to give information on setup. The Facilities Manager is also in charge of the kitchen.

Set up of tables and chairs will be arranged through St. Henry Church. If the Fellowship Hall is not reserved for Friday night before a Saturday event, setup and decoration may be done on Friday.

If a tent for the terrace on the north side of the Fellowship Hall is being considered, the tent vendor is required to meet with the Facilities Manager. The terrace is 24 ft. by 39 ft. The maximum tent size is 20 ft. by 30 ft. Access to the Parish Center second floor doorway off the terrace must be clear at all times.

If not previously reserved, the Fellowship Hall will be available for set up one day prior to event.

EQUIPMENT AVAILABLE:

St. Henry Church has some equipment available for use by any event. If additional equipment is needed, the renter is responsible for making the arrangements and paying for the additional equipment.

EQUIPMENT (Continued)

Tables: available for all events 20 - 60 inch round (seat 8-10)
4 - 72 inch round (seat 10-12)
8 - 6 foot rectangular
4 - 8 foot rectangular
6 - Bistro Tables

Chairs: 325 chairs available for all events.

Bars - 2 available

Linens: The parish has some table cloths available for official parish functions. Non-official parish events may provide their own linens or may use linens from the parish.

Table cloths (Parish supplied) may be used for a fee of \$50

Chair Covers (Parish supplied) may be used for a fee of \$50

***All linens must be laundered and returned to the Facilities Manager within 5 days of the event – No Exceptions!**

Dishes: The parish has some dishes for official parish events. Non-official parish events provide their own dishes.

Silverware: The parish has some silverware for official parish events. Non-official parish events provide their own silverware.

Glassware: Glassware is allowed. The church has some wine glasses available for official parish events. Rental of all glassware is necessary for non-official parish events.

Beer Keg: A keg is allowed as long as the keg is kept inside a refrigerator. St. Henry will provide the refrigerator which is especially made for kegs.

Coolers: The parish will provide two commercial coolers that do not form condensation or leak causing the carpet to become wet. Home-style coolers with ice and tubs of ice are prohibited.

BANDS, MUSICIANS, CATERERS AND VENDORS

Vendors must bring all their own equipment. If the event is on a Saturday, delivery of equipment must take place before 4:00 p.m. or after 6:15 p.m. Please check with the band what power is needed and discuss with the Facilities Manager and Plant Supervisor to be sure there is adequate power.

FELLOWSHIP HALL KITCHEN

The Facilities Manager serves as the kitchen manager.

All groups which use the kitchen are required to consult with the Facilities Manager prior to using the kitchen.

If the dishwasher will be used, please make arrangements with the Facilities Manager to train the person who will operate the equipment.

The kitchen is a catering kitchen not intended for full-meal preparation. The majority of food to be served is to be prepared off site.

For safety reasons, no person under 12 years of age is allowed in the kitchen.

Kitchen Equipment

2 Refrigerators	Convection oven
Freezer	Dishwasher
Range	Ice Machine
Griddle	
Microwave	
Heated cabinet that accepts trays	

***Responsibility for Kitchen Cleanup belongs to the Caterer/Group or Renter.**

CLEANUP RESPONSIBILITIES

Note: For non-official parish events, a professional cleaning service will clean the hall and restrooms. This service is included in the rental fee. **When a licensed caterer is hired for food preparation, the catering staff is expected to take care of cleaning the kitchen.**

For official parish events, a cleanup committee should be appointed to handle cleanup responsibilities, or a professional cleaning service may be hired through St. Henry Church for \$200. Please contact the Facilities Manager to schedule this service.

For all events, non-parish or official parish, if a professional caterer is not hired, the renter or parish group or individual hosting the event is responsible for taking care of the cleanup of the kitchen.

CLEANUP (Continued)

Kitchen

The kitchen is to be left as clean as it was found.
Cleanup is expected immediately following the event.
All items brought in and all rentals are to be taken away immediately following the event.
This includes left over food, drinks, dishes, glassware, utensils, cookware.
Wipe down appliances and counter tops.
Clean sinks.
Sweep and mop the floor.
Close plastic trash bags and place in dumpster outside the kitchen door.
Put new trash bags in trash cans.
Check to be sure all appliances (including exhaust fans) are off.
Leave kitchen lights on (for security reasons)

Fellowship Hall

Take away all items brought in and all rentals.
Vacuum carpet.
Wipe spills on carpet.
Notify St. Henry staff of spills on carpet or wet carpet.
Inspect the wood dance floor for spills and wipe up as needed.
Leave lights on (for security reasons).

Restrooms

Empty trash.
Fresh plastic bags are under existing bags.
Take trash to dumpster outside kitchen door.
Wipe sinks and counters.
Make sure restrooms are presentable.
Check floors and stalls.
Check water is not running.
Report problems to the on-site or on-call staff person.

Exterior

Check the outside of the building for trash and cigarette butts. Place trash in proper containers.

SMOKING

No smoking is allowed within St. Henry Church buildings.
A designated smoking area is located on the terrace at the north entrance of the Fellowship Hall next to the parish center building. Containers are provided in outside areas for cigarette butts.

THROWING OF MATERIAL

No material of any kind (such as but not limited to rice, confetti, birdseed, bubbles) may be thrown on church property. Releasing balloons is against the law.

GENERAL CONDITIONS

Each group and sponsor is responsible for proper behavior and conduct of guests during events using the facilities.

Youth groups must be supervised by a leader 21 years of age or older present during events.

A St. Henry Church staff member will be present or on call during events. A phone number for this person will be provided by the Facilities Manager.

A list of emergency phone numbers is posted at the side of the Fellowship Hall telephone (to the left of the kitchen door).

St. Henry Church is not responsible for the loss or theft of personal property. Personal items are the sole responsibility of the owner.

All groups using the facility agree to pay for any damages to the premises.

PARKING

If your event will involve a large number of cars, you may wish to consider valet parking. This service would be the responsibility of the renter. A list of approved parking companies is available in the parish office. A company may be added to the list after providing references.

It is against the law to park in or unlawfully block handicap parking spaces.

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