

# Holy Spirit Catholic Community

## Pastoral Life Center

524 North 7<sup>th</sup> Avenue

Pocatello, ID 83201

Phone (208) 232-1196 Fax (208) 234-1624

holyspirit@hsc.org

### **GENERAL RULES AND REGULATIONS FOR USE OF PARISH FACILITIES**

Effective 11/18/08

#### 1. **DEFINITIONS**

A. "Exempt Group" is a group whose name or title appears below.

This list is approved by the Pastoral Council in agreement with the Pastor.

Additions and/or deletions shall be made as necessary by the pastor in consultation with his delegates and the Pastoral Council.

#### **"Exempt Groups" as of 11/18/08:**

Holy Spirit Catholic School (HSCS)

HSCS Parent-Teacher's Club

Building Core Committee

All Holy Spirit Knights of Columbus

Holy Spirit Council of Catholic Women

Basketball teams for parish/school sponsored tournaments (Crusader, Hallsisey and Andrew Moller)

Parish Ministry Committees

Boy Scouts/Cub Scouts

Girl Scouts/Brownies

Parish Faith Formation

Catholic Youth Ministry

B. "Partially Exempt" groups consist of registered parishioners desiring to use a facility for the purpose of a private event. The event must be consistent with parish operations (eg: wedding reception, retirement function, family gathering, Dad's Basketball).

C. "Non-exempt" group is a group whose membership and proposed use are unrelated to Holy Spirit parish or parishioners.

D. Use of the facilities will be scheduled and granted on a case-by-case basis.

#### 2. **SCHEDULING**

Scheduling of Parish Facilities (including gym, halls, all meeting spaces and chapels) will be completed through the Holy Spirit Pastoral Life Center. Scheduling will be done on a first-come, first-serve basis with priority given to exempt group functions. Exempt functions take priority over partially exempt or non-exempt functions. All functions may be pre-empted by emergency use (i.e. funerals) at the approval of the Pastor in consultation with his delegates and the Parish Council, or the Parochial Vicar. The Pastor, in consultation with his delegates and the Pastoral Council, reserve the right to refuse service to any person or group. Groups or persons intending to be raucous or wild must look

elsewhere!

### 3. **DRUGS/ALCOHOL/TOBACCO/WEAPONS**

- A. All illegal drugs and weapons are prohibited on parish property.
- B. Alcohol is only permitted with the approval of the Pastor in consultation with his delegates and the Pastoral Council and according to state law. All necessary requirements established by the Pastor in consultation with his delegates and the Pastoral Council must be met.
- C. The use of any tobacco product is prohibited inside all parish buildings.

### 4. **LIABILITY INSURANCE/RENTAL FEE/CLEANING DEPOSIT**

#### **A. Liability Insurance for one-time events**

All "non-exempt" and "partially-exempt" one-time events, such as receptions, dances, etc., must be covered by the Diocesan "Special Events" Liability Insurance; unless a certificate showing "Diocese of Boise" as additional insured is provided. All non-exempt groups or partially-exempt persons or groups must complete a "Special Events" Insurance form and make out a check in the amount of \$105.00 payable to the "Diocese of Boise" at least two weeks prior to the event, or provide proof of "additional insured" status.

#### **B. Rental Fee**

- 1. All NON-EXEMPT groups must pay a rental fee and cleaning deposit for use of parish facilities and sign the rental agreements that name the non-exempt group as responsible for cleaning and damage.

All Parish Facilities: \$500 for one-time event or \$50/hr+ \$150.00 Cleaning/Key Deposit

- 2. All PARTIALLY-EXEMPT individuals or groups must pay a rental fee and cleaning deposit for use of parish facilities and sign the rental agreements, which name the partially-exempt individual or group as responsible for cleaning and damage.

All Parish Facilities: \$250 for one-time event or \$25.00/hr + \$150.00 Cleaning/Key Deposit (\$50 key deposit to be cashed)

- 3. All EXEMPT groups will be charged a \$50.00 refundable Cleaning/Key deposit (\$50 to be cashed) The amount of the cleaning/key deposit to be refunded, if any, will be determined by a parish delegate after an inspection of the facilities and return of the keys(s).

### 5. **KEYS**

Use of keys to parish buildings must have approval from the Pastor in consultation with his delegates and the Pastoral Council. This can be accomplished during business hours at the Holy Spirit Pastoral Life Center building through the secretary.

Keys are to be signed out only from the Pastoral Life Center by a responsible adult representative of the scheduling group, and only after all rental, cleaning and insurance fees have been paid. This may only occur between 9:00a.m. - 5:00p.m., Monday through Friday.

6. **KEY POLICY**

Keys are not transferable between groups and individuals, and are not to be passed on to the “next user.” They must be returned and reissued. The responsible adult must lock any building used at the end of the event. Keys will be used only for the scheduled event or season (basketball) and signed back in at the parish office. Misuse of keys will result in the loss of privileges deposit and future use of the facility. Keys that are not returned will result in the responsible party incurring the cost of re-keying the facility.

Keys are to be returned to the Holy Spirit Pastoral Life Center office during regular business hours as soon as possible after each event.

Gym is not to be accessed through Holy Spirit Childcare doors/facility at any time.

7. **RESERVATIONS**

Prior reservations are necessary as several activities are held on a regular basis. Facility reservations can only be made through the Parish Secretary during regular business hours. Please note rescheduling of times and dates cannot be guaranteed.

8. **GENERAL REGULATIONS THAT COVER EXEMPT, PARTIALLY-EXEMPT AND NON-EXEMPT**

No tables or chairs are to be removed from the facility without prior agreement. With the written agreement of the parish office (“Table & Chair Rental Policy”), a fee/deposit will be required. After use, all chairs, tables, etc., are to be returned to “as found” position under supervision of maintenance personnel.

No nails, tacks, screws, or glue may be used in hanging items. Masking tape only is permitted on the walls, but no masking tape is to be used on the gym floor. All decorations and tape must be removed immediately after the event.

All litter generated by use of the facilities, including the parking lot (spills, crumbs, waste paper, cans, glasses, pens, etc.) must be cleaned up. This also includes restrooms.

After the function:

Wash, dry and put away any glasses, plates, silverware, coffee servers, etc. that were used.

Restrooms checked, all toilets flushed if needed

Do all necessary cleaning to floors, tables, chairs, and kitchen (supplies located in the gym)

Check that all lights and fans are turned off

Check that all windows and doors are shut and locked

Property of the user may not be stored in the building. The parish will not be responsible for any items left for any reason.

Profane or threatening language/behavior will not be permitted in any building or on any property of Holy Spirit Catholic Community.

All events must end by 11 p.m. -- **this means that the facility is cleaned up and locked by 11 p.m.** Exceptions only with special permission.

## **Holy Spirit Catholic Community**

### **GYM RULES**

**(Located at St. Anthony's Chapel campus)**

- **Only gym shoes with non-marking soles will be permitted for activities. No black-soled shoes or Heelys, wheeled shoes, or skateboards will be permitted.**
- Shoes worn in from the street must be checked for rocks and/or other objects stuck in the sole that can cause damage to the floor.
- Groups or individuals using the gym for athletic events will provide their own athletic equipment.
- Please respect the boundaries of your time slot.
- **Damage and Destruction:** Your organization is responsible for the repair or replacement of damage that your organization causes in the gym.
- If you discover damage or any problems when you arrive, please call the Holy Spirit Pastoral Office at 232-1196 and leave a message. If there is a facility emergency (such as a flood/leak in the building) please call Norm Hall at 233-8029 immediately.
- Do not hang on the basketball rims.
- Please – no food or drink in the gym during practices and athletic events, except water bottles.
- Please leave the gym cleaner than you found it. Please damp mop at the conclusion of every practice, and place trash in proper trash bins.
- You are responsible for all items you bring to the gym. Holy Spirit Catholic Community takes no responsibility for items left behind.
- The lights are halogen and take 5 minutes to fully brighten. Don't flip the light switch (located on the northeast, Knights hall side) off and on quickly. Turn the switch on...and wait.
- **Injury:** In the event of an injury, seek medical assistance immediately, and then contact the Pastoral Life Center office as soon as possible.

# Holy Spirit Catholic Community

## Reservation and Fee Schedule

Type of Organization: \_\_\_\_\_

Responsible Adult: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_

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With this signature I acknowledge that I have read and understand the rules and regulations of this contract: \_\_\_\_\_ Date: \_\_\_\_\_

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### Hourly reservation:

**Put the time/s you are requesting next to the day/s of your choice.**

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(Category – Check one)

Exempt \_\_\_\_\_ Partially Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_  
No charge \$25.00 per hour \$50.00 per hour

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\*\*\*Important\*\*\*

Your proposed schedule is confirmed when it has been verified that it does not conflict with existing reservation and when your gym fees have been paid.

Number of practices (per week) \_\_\_\_\_ x Rate per hour \_\_\_\_\_ = Weekly charge \_\_\_\_\_

Check or cash received \$ \_\_\_\_\_ Date or dates of the weeks being paid for:

Check # \_\_\_\_\_ \_\_\_\_\_ through \_\_\_\_\_  
Starting Date Ending Date

Date Received \_\_\_\_\_ by \_\_\_\_\_