

Holy Spirit Catholic Community
Pastoral Life Center
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GENERAL RULES AND REGULATIONS FOR USE OF PARISH FACILITIES

Effective 08/21/07

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 by the pastor in consultation with his delegates and the Pastoral Council as necessary.

"Exempt Groups" as of 08/21/07:

Holy Spirit Catholic School (HSCS)	Boy Scouts
HSCS Parent-Teacher's Club	Cub Scouts
Building Core Committee	Girl Scouts/Brownies
All Parish Ministry Committees	Legion of Mary
Catholic Youth Ministry	Parish Faith Formation
All Holy Spirit Knights of Columbus	St. Vincent de Paul
Holy Spirit Council of Catholic Women	
Coaches for Parish sponsored teams and tournaments	

- B. "Partially Exempt" groups consist of registered parishioners whose use complies with a sponsored event by HSCS, i.e. school functions, parish sponsored tournaments, etc. Please note hourly rates do not apply to this group.
- C. "Non-exempt" group is a group whose function is not sponsored by HSCC. Use of the facilities by this group will be granted on a case by case basis.

2. SCHEDULING

Scheduling of Parish Facilities (including gym, halls, 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

- A. All illegal drugs 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

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: \$500.00+ \$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: \$250.00 + \$150.00 Cleaning/Key Deposit

3. All EXEMPT groups will be charged a \$50.00 refundable key deposit.

The amount of the cleaning/key deposit to be returned, 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 be only occur between 9:00 a.m.-5:00 p.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.

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, a 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. All decorations, and tape must be removed immediately after the event (do not place tape on gym floor).

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

All necessary cleaning to floors, tables, chairs, and kitchen

All lights and fans turned off

All windows shut and locked

All doors locked

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

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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.
- 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.

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Reservation and Fee Schedule

Type of Organization: _____

Responsible Adult: _____

Address: _____

E-mail address: _____

Daytime Phone # _____ Evening Phone # _____

Cell Phone # _____

Alternate Contact Person: _____

Phone # _____

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

Date: _____

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 \$50.00 per hour

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 _____

Example: A non-exempt team using the gym 2 times a week for a total of 2 weeks would pay \$200.00.

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

Check # _____ through _____

Date Received _____ by _____ Starting Date _____ Ending Date _____