



**Holy Family Catholic Church  
9100 Crockett Road  
Brentwood, TN 37027  
(615) 373-4696**

# **Parish Hall Guidelines**

**June 2014**

Facility Site Manager:

373-4696, Ext. 222

[phil.ferrara@SFMSservice.com](mailto:phil.ferrara@SFMSservice.com)

Facility Coordinator:

373-4696, Ext. 223

[kitty.lim@holyfamilycc.com](mailto:kitty.lim@holyfamilycc.com)

## Holy Family Catholic Church Parish Hall Policy

We are happy that you are considering having Holy Family's Parish Hall for your event. This facility is available for parish, parishioner, and non-parishioner activities that are consistent with the Mission and values of Holy Family Catholic Church as listed below:

"Being centered in Christ, nurtured by the Eucharist, our covenant is to extend Christ's peace and compassion to all. The Mission of Holy Family parish is to be a loving, joy-filled Catholic community of faith, dedicated to the growth of God's Kingdom and the living of the Gospel. We are committed to spiritual development through prayer, education, worship and service."

In order to have your event run smoothly, the following policies are in place.

### SCHEDULING

The Parish Hall and Kitchen are scheduled through the Facilities Coordinator in the parish office by filling out an Event Request Form. The requested date will be confirmed after the event is approved and a Security Deposit is paid.

For purposes of reserving space at Holy Family, the term "parishioner" is defined as a person/family officially registered through the parish office and actively participating in the life of the parish for a period of one year prior to any 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 they were active, contributing members of that parish.

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

1. Official parish events. "Official" is defined as a group or organization that comes under the different parish committees.
2. Parishioners for appropriate functions.
3. Non-parishioner events by groups with objectives which are consistent with the Mission and values of Holy Family Catholic Church, who are known to Holy Family Catholic Church, and are approved by the Pastor or his designated staff representative. Holy Family will rent to charity and non-profit groups but not to for-profit groups whose purpose is to make money.

## **SCHEDULING** (continued)

Facilities may be reserved by an individual or group hosting and responsible for the event. Reservations are not accepted on behalf of another individual or group (i.e., a parishioner reserving space for a non-Holy Family activity or organization).

HFCC reserves the right to cancel any use agreements at any time if a group does not meet the above qualifications and/or is not in compliance with Holy Family's Mission and our *Facility Guidelines & Policies*.

The number of events scheduled in the Parish Hall on a given day will depend on the type of event. One wedding reception in the Parish Hall will be allowed per day. Multiple events may be scheduled on the same day to be decided on a case-by-case basis depending on the time involved and clean-up arrangements required.

Evening events/wedding receptions must end by 10 PM, and caterers and cleaning crews should vacate the premises no later than 10:30 PM. Holy Family requires bars to close one hour in advance of the scheduled end of the event. Any use of the building past 10 pm must be approved by the Pastor.

## **ACCESS**

Individuals approved by the Facilities Site Manager and/or Facilities Coordinator may arrange through the parish office to use a key card for access in advance of an event to do setup and event preparation. Holy Family staff will lock the building.

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

## **ALCOHOL POLICY**

Permission to serve alcohol at any event must be approved by the Facility Coordinator in the parish office. Use of alcohol must be supervised at all times. Serving to minors is prohibited at all times. Open, unsupervised serving of alcohol is prohibited at events at which minors are present.

Open bar is allowed for private functions. Renters are responsible for ensuring that bars are run by bartenders who are experienced in controlling the use of alcohol. Professional bartenders are recommended. Bars must be attended at all times.

Holy Family Catholic Church requires the serving of alcohol to end one hour in advance of the scheduled end of the event.

Kegs are allowed but must be kept in a watertight container always on tiled floor.

## **ANIMALS**

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

### **AUDIO-VISUAL EQUIPMENT**

If HFCC's audio-visual equipment is to be used for non-parish sponsored events, a parish staff member is required to run the equipment. The fee is \$75-\$175, depending on services required.

At parish-sponsored events, arrangement must be made thru the Facility Coordinator for a trained HFCC staff member to operate the equipment.

### **BANDS/MUSICIANS**

Bands bring all their own equipment. Please check with the band to find out what power is needed and discuss with the Facilities Manager to be sure there is adequate power.

### **BUILDING HOURS**

Facilities are usually available from 8:30 am – 9 pm. Any use outside these hours must be approved by the Pastor.

### **CATERERS/HIRED EVENT COORDINATORS**

The parish office must be supplied a copy of the contract the renter makes with a caterer for the event. This will show what the caterer is going to do or not do.

All outside vendors (i.e., caterers) are required to provide the parish with a Certificate of Liability Insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence. The Certificate of Liability Insurance must name Holy Family Catholic Church and the Diocese of Nashville as "**Additional Insureds.**" We cannot be "Certificate Holders."

An Event Coordinator hired by a renter must consult with the Facilities Site Manager/Coordinator prior to using the Parish Hall and also provide a Certificate of Liability Insurance (see above).

There will be a supervisory charge of \$250 for parish staff to supervise the renter's set-up and clean-up committees.

### **CHILDREN**

Children under the age of 18 are to be supervised at all times by an adult 21 years of age or older. For safety reasons, no child under 12 years of age may be in the kitchen. Child care facilities are not available for private functions.

## **CLEAN-UP**

For non-parish sponsored events for which the Parish Hall is rented, the renter is responsible for seeing that the kitchen, Parish Hall, and exterior area are clean and ready for the next event. There is a supervisory charge of \$250 for the parish staff to supervise the renter's set-up and clean-up committees.

For parish-sponsored events, a clean-up committee needs to be appointed to handle clean-up responsibilities.

Clean-up includes:

Take away all items brought in and all rentals.

Wipe up spills on carpet and notify Holy Family staff of all spills on carpets or wet spots.

Inspect the wood floors for spills and wipe up as needed.

Turn off all lights before leaving.

## **DECORATIONS**

Decoration plans are to be submitted to the Facility Site Manager/Facility Coordinator 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.

Decorations cannot be taped, tacked, or nailed to doors, walls, ceiling or windows. No decorations can be attached to the outside of buildings. Glitter may not be used.

Live plants are allowed, but NO asparagus ferns are permitted.

All candles must be enclosed in glass containers. Votive lights are allowed when placed inside of non-flammable containers.

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

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

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

## **DELIVERIES**

All delivery arrangements must be made with Holy Family staff. Items will be accepted for delivery only between the hours of 8:30 am – 4:00 pm, Monday-Friday, unless otherwise arranged with Facility Coordinator.

## **DOORS**

Brentwood Fire Codes require all Exit doorways to be open and no doors/Exits blocked. A clear path to the Exit doors must be maintained at all times.

**EQUIPMENT AVAILABLE**

Holy Family has some equipment available for use at an event. If additional equipment is needed, the renter is responsible for making arrangements and paying for additional equipment. There is no charge to use the tables and/or chairs.

- Chairs: 220
- Tables: 24 - 72 inch round (seats 8 to 10)
- 5 - 6 foot rectangular for serving
- Coat Racks 2
- Stage/Riser 4 - 12' x 8' sections

**EXTERIOR**

Before leaving, check outside of building and remove trash and cigarette butts; place trash in proper containers.

Vehicles are restricted to asphalt areas only.

**FEES**

There is no fee for official parish-sponsored groups and organizations. However, there are fees to both parishioners and non-parishioners for use of the facility for non-parish sponsored events. There is also a standard, refundable Security Deposit fee of \$350. This security deposit will be refunded in entirety, unless there is damage to the facility or the rented area is not left clean. Please make checks payable to Holy Family Catholic Church.

	<u>Parishioner</u>	<u>Non-Parishioner</u>
Use of Parish Hall/Kitchen	\$700	\$1,400
Security Deposit (Refundable)	\$350	\$ 350
Set-up/Clean-up (Supervisory)	\$250	\$ 250
Audio/Video-depending on services needed	\$75-175	\$75-175
Stage (Up to 4 sections)	\$50/section	\$50/section

A deposit of \$350 is required to secure a date on the parish calendar. This deposit will be refunded following the event if the facility is left as it was found with no damage. A Holy Family representative will inspect the facility following the event and report to the Parish Office. The refunded amount will be determined on the basis of the report. If any damage has occurred, HFCC has the right to withhold a reasonable amount from the security deposit to cover repair. All groups using the facility do agree to pay for any damages to the premises.

Facilities may be reserved by the individual or group hosting and responsible for the event. Reservations are not accepted on behalf of another individual or group (i.e., a parishioner reserving space for a non-Holy Family activity or organization).

If an event is cancelled less than 30 days prior to an event, a \$50.00 cancellation charge may be deducted from the refund on the Security Deposit.

## **FORMS**

These forms will be provided by the Facility Coordinator and must be completed and returned before the event is scheduled on the parish calendar.

Event Request Form – Must be filled out for all events and returned to the office (along with deposit) to be approved and scheduled on the parish calendar. A diagram of the Parish Hall and possible table arrangements are available for your use in deciding on a set-up arrangement for your event.

Facility Usage/Indemnity Agreement – Must also be signed when non-parish sponsored groups use parish facilities.

Application for Special Events Coverage or Certificate of Liability Insurance – See “**Insurance**” below.

## **GENERAL**

Each group or renter is responsible for proper behavior and conduct of guests during events using the facility.

Youth groups must be supervised by leaders 21 years of age or older during events.

Holy Family 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.

## **HANDICAPPED**

Entry can be made from the front door or Holy Family Learning Center entrance (side door). Sidewalk pathways accommodate wheelchair use from both the front and side entrances.

## **INSURANCE**

There are risks connected with activities. Holy Family Catholic Church is not responsible for injury to someone participating. This includes suits and demands whatsoever in law or in equity.

Holy Family is required by the Diocese of Nashville to have \$1 million liability Special Events Coverage for all non-parish sponsored events held on our premises. The coverage provides \$1,000,000.00 Single Limit Bodily Injury, Property Damage and Host Liquor Liability coverage per event (not per claim). At least two months prior to an event, contact Holy Family Office (373-4696, Ext. 223) to arrange coverage. We will process the necessary paperwork and forward it to our insurance company for a fee of \$100.

However, a Certificate of Liability for \$1 million may be obtained through your own or company insurance, but it must list Holy Family Catholic Church (9100 Crockett Rd., Brentwood, TN) and the Diocese of Nashville each as an “**Additional Insured**.” We cannot be listed as Certificate Holders.

## **INTERNET**

Is available.

## **KITCHEN**

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

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

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

## **COMMERCIAL KITCHEN EQUIPMENT**

1 Double Door Refrigerator  
1 Double Door Freezer  
Range  
Griddle  
2 Convection Ovens  
Commercial Dishwasher  
Ice Machine  
Heated Food Warmers with Trays  
Microwave

All items brought in and all rentals are to be taken away immediately following the event or on the next working day unless special arrangements are made with the Facility Mgr./Facility Coordinator. This includes all tables, chairs, leftover food, drinks, dishes, glassware, utensils, and cookware.

The kitchen is to be left as clean as it was found. Clean-up is expected immediately following the event:

Wipe down appliances and counter tops.  
Clean all food warmers/trays.  
Clean sink.  
Sweep floors.  
Close plastic trash bags and place in dumpster – outside in enclosed brick area at the back of the parking lot.  
Put new trash bags in trash cans.  
Turn off all appliances and kitchen lights.



## **RESTROOMS**

Make sure restrooms are presentable.  
Check to make sure no water is running.  
Report problems to the on-site person or on-call person.

## **SET-UP**

The Facility Site Manager/Facility Coordinator will meet with renters or parish groups to discuss arrangements for using the facility. A Set-up Committee must be formed and contact information exchanged. The Parish Hall has some tables and chairs available for use at no extra charge. See “**Equipment.**” The renter will be responsible for any tables/chairs needed above what Holy Family Catholic Church provides.

If an event requires a stage, the stage may be rented from HFCC. HFCC’s fee is \$50 per 8’ x 12’ section. Four sections are available.

Setup must be arranged through Holy Family Catholic Church. If the Parish Hall is not reserved for Friday night before a Saturday event, setup and decoration may be done on Friday.

## **SMOKING**

No smoking is allowed within Holy Family buildings.  
A designated smoking area is located outside in the front of the Parish Hall by the driveway.  
Containers are provided in the outside smoking area for cigarette butts.

## **TEMPERATURE CONTROLS**

Preset by HFCC staff.

## **THROWING OF MATERIALS**

No materials of any kind (such as, but not limited to: rice, confetti, birdseed) may be thrown on church property. Releasing of balloons is against the law. Bubbles may only be used outside, providing that bottles are not left on church property.

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(615) 373-4696, Ext. 222 – Facility Site Manager**

**HOLY FAMILY CATHOLIC CHURCH  
EVENT REQUEST FORM**

Key Issued \_\_\_\_\_ Returned \_\_\_\_\_

Date of Event \_\_\_\_\_ Size of Group \_\_\_\_\_

Space Requested \_\_\_\_\_ Parish Sponsored \_\_\_\_\_ Non-parish Sponsored \_\_\_\_\_

Group/Organization \_\_\_\_\_ Purpose \_\_\_\_\_

Organizer \_\_\_\_\_ Email \_\_\_\_\_ Tel. \_\_\_\_\_

Set-up Person \_\_\_\_\_ Email \_\_\_\_\_ Tel. \_\_\_\_\_

Clean-up Person \_\_\_\_\_ Email \_\_\_\_\_ Tel. \_\_\_\_\_

Time From: \_\_\_\_\_ To: \_\_\_\_\_ Set-Up Date/Time \_\_\_\_\_

**Equipment Requests\*:** Easel(s) \_\_\_\_\_ Podium \_\_\_\_\_ Stage/Riser \_\_\_\_\_

DVD/TV /Projector/Screen \_\_\_\_\_

Microphone \_\_\_\_\_ Wireless Lapel \_\_\_\_\_

# Tables (Round) \_\_\_\_\_ # Tables (Long) \_\_\_\_\_ # of Chairs \_\_\_\_\_

REMARKS: \_\_\_\_\_

\*Any equipment or items brought in will need prior approval.

Please initial checked items and return to Facility Coordinator @ HFCC.

\_\_\_\_\_ I have read and fully understand the Facility Use/Parish Hall Policies for HFCC and agree to abide by these policies. All the information provided by me is true.

\_\_\_\_\_ Facility Use/Indemnity Agreement (To Be Signed & Returned)

\_\_\_\_\_ Adult Hold Harmless/Indemnity Agreement (To Be Signed & Returned)

\_\_\_\_\_ Certificate of Insurance - Either thru H.F. \_\_\_\_\_ or: Own insurance \_\_\_\_\_

\_\_\_\_\_ \$350 Refundable Security Deposit

\_\_\_\_\_ Rental payment of: \_\_\_\_\_ Received check # \_\_\_\_\_

\_\_\_\_\_  
Event Organizer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Scheduling Coordinator

\_\_\_\_\_  
Date