



HOLY FAMILY CATHOLIC CHURCH

**9100 Crockett Rd.
Brentwood, TN 37027
(615) 373-4696**

FACILITY GUIDELINES & POLICY

(General)

December 2018

HFCC FACILITY GUIDELINES

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I. GENERAL GUIDELINES

A. PURPOSE

The Holy Family Catholic Church, also known as HFCC, facility will be made 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.”

B. QUALIFICATION FOR USE OF THE FACILITIES

1. Priority for the use of the facilities shall be given to parishioners* and organized groups that are a part of the ministry, organization, or sponsored activities of Holy Family Catholic Church as follows:

- a. Parish Council, parish-sponsored committees, groups and programs
- b. Appropriate religious functions for parishioners
- c. Other charitable organizations as sponsored by parishioners
- d. Non-parish groups/organizations as approved by the Facilities Director

*Parishioners are 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.

2. The facilities and equipment of HFCC will be made available only to non-parishioner groups that meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of HFCC.
- b. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.
- c. Groups that are known to HFCC. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders.

3. HFCC reserves the right to cancel any use agreement at any time if group is not in compliance with Holy Family Catholic Church’s mission and Facilities Guidelines & Policy.

C. OPERATIONS

1. Building Access

Keys/keycards may be provided to the leaders of various parish committees. Others will be required to pick up a key during office hours or make arrangements for having someone unlock the building. Arrangements will be made for key return through the Facilities Director or Facilities Site Manager. Only parish office staff will be furnished with keys to the separate Office and Administration area.

2. Building Hours - General

Facilities are available between 8:30 a.m. – 9:00 p.m. Any use outside these hours must be approved by the Pastor or Facility Director.

3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the parish office by the Facility Director. Office hours are 8:30 a.m. – 4:00 p.m. Monday through Friday. Scheduling requests should be made on an Event Request Form. All non-parish sponsored groups must provide a copy of a Certificate of Liability Insurance. (See #5 below.)

4. Event Request/Reservation Form

When a reservation request is made, a copy of the Facilities Guidelines and Event Request form will be given or sent by HFCC to the requesting group. The event will be put on the church calendar once the request has been approved, and the security deposit, Event Request Form, and Certificate of Liability Insurance (for all non-parish sponsored groups) are completed, signed, and returned to Holy Family.

5. 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 to have \$2,000,000 liability insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the Holy Family Office (373-4696) to arrange coverage. We will process the necessary paperwork for a fee of \$100 to obtain the proper coverage, or you may obtain a Certificate of Liability from another source. This Certificate must name Holy Family Catholic Church and the Diocese of Nashville as "Additional Insureds." We cannot be "Certificate Holders". A Facility Usage/Indemnity Agreement must also be signed when non-parish sponsored or affiliated groups use parish facilities. In certain situations (such as adult athletic participation or a craft fair), an Adult Hold Harmless/Indemnity Agreement must also be signed.

All outside vendors/event Directors (i.e., caterers) are required to provide the parish with a Certificate of Liability Insurance documenting general liability coverage in the amount of \$2,000,000 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."

D. FEES*

There will be no charge for use of the Worship Area for parishioners' religious services (weddings, funerals, etc.), and no building use fee will be charged to parish-sponsored groups. However, there will be a rental charge to both parishioners and non-parishioners for use of the facility for non-parish sponsored activities. 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.

FACILITY RENTAL FEES* - Non-Parish Sponsored Events

	<u>PARISHIONER</u>	<u>NON-PARISHIONER</u>
CHURCH	No Charge	\$650
WEEKDAY CHAPEL	No Charge	\$200
GATHER AREA or 111 & Kitchen	\$100	\$200
CLASSROOM(S)	No Charge	\$25/Hr./Room
GATHER ROOM	\$35	\$50
GYMNASIUM (Sports)	-----	\$60/Hr. -----
PARISH HALL/KITCHEN	\$700	\$1,400
ENTIRE FAMILY RECREATION AREA: <ul style="list-style-type: none">• PICNIC PAVILION• SOCCER FIELD	\$75	\$350
PICNIC PAVILION	\$50	\$200
SOCCER FIELD	-----	\$45/90 Min.** -----
BOCCE COURTS	\$25/Hr.	\$50/Hr.

** Nites: 5:30-7:00 pm or 7-8:30 pm

**Day/Afternoons: 90 minute periods

AV EQUIPMENT FEE – 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. There is a fee, \$75-\$175, depending on services required.

*Fees may be adjusted depending upon number of participants, event, or organization for non-parish sponsored activities through the Facility Director.

A parishioner is defined as a registered and contributing member of Holy Family Parish for at least one year (prior to an inquiry and reserving space.)

E. ALCOHOL BEVERAGE POLICY

Permission to serve alcohol at any event must be approved by the Facilities Director in the parish office. Additional liability insurance will be required for non-parish sponsored events serving alcohol. 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 recommends the serving of alcohol to end one hour in advance of the scheduled end of the event.

F. NON-SMOKING POLICY

All in-door facilities are designated non-smoking.

G. INTERIOR USE GUIDELINES

NOTE: Anyone planning to use the general facilities must meet with the Facilities Director to finalize plans for set up and use of equipment **BEFORE** final permission will be granted. If the Parish Hall is being used, please also refer to *Parish Hall Guidelines*; and you will have to meet with the Facility Manager to finalize all plans.

1. Groups are restricted to only those areas of the building and grounds it has reserved. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for a specific event.
2. There shall be no illegal drugs allowed in the buildings or on the grounds.
3. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless **PRIOR** arrangements have been made.
4. Smoking is prohibited in all inside facilities.
5. Food and beverages will not be allowed in classrooms or anywhere other than the Kitchens and Gather Area without specific prior approval of the Facilities Director. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages.
6. Any group using a room must return table and chairs and all fixtures to their original position after use.
7. Church equipment, tables, and chairs, etc. are available only on request. Classrooms, audiovisual room, and kitchens will remain locked unless use is specifically requested.
8. The Kitchen near the Gather Area is designed mainly for warming purposes. Major food preparation should be done off premises. Refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules* attached.

G. INTERIOR USE GUIDELINES (continued)

9. The Kitchen in the Parish Hall is to be used as a serving kitchen. Professional caterers are encouraged to prepare food off premises. Refrigerator, stoves, and sinks must be left clean. See *Parish Hall Guidelines*.
10. There shall be no furnishings of any kind removed from the building without permission.
11. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, etc. from walls or windows, only use Removable Poster Tape.
12. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
13. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else involved in your event is in the building before leaving.

H. EQUIPMENT, FURNISHINGS, AND SUPPLIES

1. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from the church for any personal use.
2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. In certain instances, special arrangements can be made to move equipment with prior approval.
3. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

I. GAS GRILL USE

Strict liability insurance requirements limit the use of Holy Family's gas grill for all non-parish sponsored events. Permission to use the grill by parishioners must be given by the Church Office (Pastor/Facility Director). Use is restricted to church property only. For non-parish sponsored events, the parishioner will be required: 1) to provide additional liability coverage insurance from his/her own insurance company; 2) to sign a Facilities Usage Indemnity Agreement; and 3) to verify he/she knows how to use the grill safely. A copy of the grill's operating instructions will be provided each time the grill is used. An ABC fire extinguisher is located in Pavilion for emergency use. A water source is also available in the Pavilion in case it is needed. The grill may not be removed from Holy Family grounds for personal use at any time, and it must be thoroughly cleaned after each use.

It is the policy of Holy Family to allow only trained parishioners use of the grill.

J. EXTERIOR USE GUIDELINES

1. Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway).
2. Prior approval must be arranged if events are to be scheduled during liturgies.
3. The drilling of holes in the parking area pavement (tents), or any other alteration of the exterior grounds or facilities is permitted only by permission. Any approved changes must be returned to original condition following usage.
4. Trash should be disposed of in the dumpster and recycling container.

K. SET-UP

1. Non-parishioner groups using the facility shall set up for their event unless prior arrangements have been made.
2. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place.
3. Posters, decorations, etc. shall not be attached to walls or ceilings without prior approval.

L. CLEAN-UP

1. All groups using the facility shall be responsible for cleaning up the space.
2. All furnishings and equipment shall be arranged or returned to their original positions.
3. The space shall be left clean and all trash or garbage shall be disposed of in the dumpster.

M. GENERAL CONDITIONS

1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.
 - a. A competent, leader 21 years of age or over must be present during all hours of negotiated use.
 - b. All youth groups shall require adequate adult (over the age of 21) supervision.
 - c. Smoking, use of tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.
 - d. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.
2. HFCC reserves the right to have a representative present at any meeting/function held at HFCC.
3. Holy Family Catholic Church will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
4. All groups/organizations agree to pay for any and all damages to premises.
5. Use of the HFCC facility does not imply endorsement or sponsorship of an event in any way by HFCC.
5. Holy Family does not allow rental or use of our facility to any for-profit group intending to make money during an event at our facility.
6. HFCC does not allow any political campaigning activity on its premises.

II. KITCHEN USE GUIDELINES

- ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF HFCC AND ARE NOT FOR GENERAL USE
- PROVIDE ALL PAPER PRODUCTS -- ITEMS IN CUPBOARDS, PANTRIES, AND REFRIGERATORS ARE NOT FOR GENERAL USE
- DISPOSE OF ALL LEFTOVERS -- DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR
- ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE AND CONDITION
- WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)
- TURN OFF STOVE AND ALL OTHER APPLIANCES
- CLEAN TRAYS IN WARMING OVENS IF SOILED
- WIPE OFF COUNTERS, RANGE TOPS, MICROWAVES
- CLEAN SINKS OF ALL DEBRIS
- SWEEP FLOOR AND WIPE UP SPILLS IF NECESSARY
- RECYCLING IS ENCOURAGED -- PLEASE REMOVE ALL RECYCLABLES TO RECYCLE CENTER (CLOSEST IS WILSON PIKE)
- REMOVE ALL TRASH TO DUMPSTER IN PARKING LOT
- TURN OFF LIGHTS WHEN YOU LEAVE

***PLEASE DIRECT ALL QUESTIONS TO FACILITY DIRECTOR
373-4696, Ext. 223.***

GYM USE GUIDELINES

Use/Scheduling

All requests to use the Gym must be made to the Facility Director (373-4696, Ext. 223). At least two weeks prior to an event, please fill out an Event Request Form in the Office. If your request is approved, the Facility Director will notify you and reserve the Gym on the parish calendar.

Insurance

Individuals who use parish premises for non-parish sponsored activities are required to provide the parish with a Certificate of Insurance documenting \$2,000,000 general liability coverage and naming Holy Family Catholic Church and the Diocese of Nashville as Additional Insureds on the Certificate. A Facility Usage/Indemnity Agreement must also be signed.

If sports are involved, Holy Family *additionally* requires adults (who are at least 21 years of age) to sign an Adult Hold Harmless/Indemnity Agreement, one signed agreement per individual, per season.

Children

Due to the possibility of serious injury, children cannot be on the court or on the stage when adults are playing sports. A *separate* room for the children to play in must be reserved and provision made for a *responsible adult (over the age of 21)* to supervise the children at all times. All arrangements must be approved by the Facility Director.

Stage: The stage cannot be used except by specific permission.

Statistics

Gym floor occupancy capacity is 458.
Bleacher capacity is 306.

GYM RULES

1. No open or walk-in usage allowed for insurance and security reasons.
2. Gym floor must be “mop-swept” (dry mopped) both before and after every use and dirt disposed of in waste container.
3. For basketball, use only white light switches (5 minute warm-up). Black switches are Halogen for banquet lighting and only used in rare instances. Don't put both on at same time – they will burn out!
4. NO black-soled or street shoes allowed on the gym floor. Only proper court shoes are allowed in the gym.

GYM RULES(continued)

5. Dunking the basketball is prohibited on all rims. Hanging on rims, nets or basket supports is prohibited.
6. No food or drink allowed in gym.
7. Thermostats – Temperature in gym is pre-set according to pre-arranged gym use. Do **NOT** adjust temperature controls. If temperature needs re-setting, please contact the parish office (373-4696, Ext. 223) during regular working hours (8:30 am – 4:00 pm).
8. No smoking allowed.
9. A *parent* (or a *responsible adult 21 years or older*) **must supervise children at all times** on Holy Family premises.
10. Children may not use the stage for playing. The stage is to be used for performances only. Children are not allowed on the stage except for supervised program performances.
11. Playing or climbing is not allowed on or under the bleachers.
12. No indoor soccer, football, softball, or baseball, including foot drills allowed.
13. When scheduling, please request use of gym equipment before using.
14. All sports equipment is to be returned to storage before leaving area.
15. **Turn OFF all gym lights when leaving.**

**Please notify the parish's Facility Site Manager (373-4696, Ext. 222)
or the Facility Director (373-4696, Ext. 223) of any problems.**

**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) _____ Speaker Stand _____ Stage/Riser _____

DVD/VCR/TV _____ Projector/Screen _____

Microphone _____ Stand _____ Wireless _____

Tables (Round) _____ # Tables (Long) _____ # of Chairs _____

REMARKS: _____

***Any equipment or items brought in will need prior approval by Facility Director.**

Please initial checked items and return to Facility Scheduling Director @ HFCC.

_____ I have read and fully understand the Facility Guidelines & Policy 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

Facilities Scheduling Director

Date

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH : _____
PARISH is understood to include the Diocese of Nashville

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____

FACUSAG (5/01)

ADULT HOLD HARMLESS/INDEMNITY AGREEMENT

PARISH: _____

PARISH is understood to include the Diocese/Archdiocese of _____

ACTIVITY PARTICIPANT OR FACILITY USER: _____

DATES OF ACTIVITY OR USAGE: _____

TYPE OF ACTIVITY OR USAGE: _____

The above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named ACTIVITY PARTICIPANT OR FACILITY USER or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above named ACTIVITY OR USAGE at the above named PARISH.

Additionally, the above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE(S) OF ACTIVITY OR USAGE that is brought against the PARISH by the above named ACTIVITY PARTICIPANT OR FACILITY USER or their family members whether such claim arises from the alleged negligence of the PARISH, its employees or agents or ACTIVITY PARTICIPANT or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

NAME (Please Print): _____

DATE: _____

**PARISH FESTIVAL VENDOR
HOLD HARMLESS/INDEMNITY AGREEMENT**

PARISH: _____

PARISH is understood to include the Diocese/Archdiocese of _____

PARISH FESTIVAL VENDOR: _____

TYPE OF VENDOR: _____

DATES OF PARISH FESTIVAL: _____

The above named PARISH FESTIVAL VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named PARISH FESTIVAL VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named PARISH FESTIVAL VENDOR at the above named PARISH.

PARISH FESTIVAL VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than two million dollars (\$2,000,000) per occurrence. PARISH FESTIVAL VENDOR also agrees to have the PARISH named as an **“Additional Insured”** on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the PARISH FESTIVAL VENDOR’S activities. It is agreed that PARISH FESTIVAL VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if PARISH FESTIVAL VENDOR fails to comply with the above (second) paragraph, then PARISH FESTIVAL VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF PARISH FESTIVAL that is brought against the PARISH by the above named PARISH FESTIVAL VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

(Must be an official agent of PARISH FESTIVAL VENDOR)

NAME AND TITLE: _____

DATE: _____

(VENDOR (2/07))