

FACILITY GUIDELINES & POLICY

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I. GENERAL GUIDELINES

a. PURPOSE

- i. 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:
- ii. "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

- i. 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:
 1. Parish Council, parish-sponsored committees, groups, and programs.
 2. Appropriate religious functions for parishioners.
 3. Other charitable organizations as sponsored by parishioners.
- ii. 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 one year before 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.
 1. The facilities and equipment of HFCC will be made available only to non-parishioner groups that meet the following qualifications:
 2. Groups whose general objectives are in harmony with the principles and objectives of HFCC.
 3. 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.
 4. Groups that are known to HFCC. Any group not known shall be asked to present a written statement of purpose, the reason for the meeting, and the name of its officers or leaders.

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

c. OPERATIONS

i. Building Access

- 1. 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 plan to have someone unlock the building. Arrangements will be made for key return through the Parish Office Administrator or Facility Director. Only parish office staff will be furnished with keys to the separate Office and Administration area.

ii. Building Hours – General

- 1. 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.

iii. Scheduling Events/Reserving Space

- 1. Scheduling requests should be made via HFCC's online forms listed below
- 2. If you are reserving space for a PARISH SPONSORED EVENTS, please use this form: <https://bit.ly/bookhfcc>
- 3. If you are reserving space for a NON-PARISH SPONSORED EVENT, please use this form: <https://bit.ly/HFCCreservations>
- 4. All forms/guidelines can be found on our website: <https://holyfamilycc.com/facility-use>
- 5. All non-parish sponsored groups must provide a copy of a Certificate of Liability Insurance. (See below.)

iv. Reservation Confirmed

- 1. For PARISH-SPONSORED EVENTS, once the event is approved, you will receive an email from the Facility Director and be contacted by the Parish Office Administrator confirming your reservation. The event will be put on the church calendar.
- 2. For NON-PARISH SPONSORED EVENTS, the event will not be confirmed until we receive the security deposit and Certificate of Liability Insurance. Once the Parish Office Administrator confirms the security deposit and Certificate of Liability Insurance has been received, you will receive an email from the Facility Director and be contacted by the Parish Office Administrator confirming your reservation

v. Insurance

1. 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.
 2. Holy Family is required by the Diocese to have \$1,000,000 liability insurance coverage for all non-parish sponsored events held on our premises. At least one month 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/\$175, depending on the event, 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" on the certificate. 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
 3. All outside vendors/event Directors (i.e., caterers) must provide the parish with a Certificate of Liability Insurance documenting general liability coverage 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" on the certificate. We cannot be "Certificate Holders."
- vi. 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).

d. ALCOHOL AND BEVERAGE POLICY

- i. Permission to serve alcohol at any event must be approved by the Facilities Director. Additional liability insurance will be required for non-parish sponsored events serving alcohol. Use of alcohol must always be supervised. Serving minors is always prohibited. Open, unsupervised serving of alcohol is prohibited at events.
- ii. 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 always be attended.
- iii. Holy Family Catholic Church requests the serving of alcohol to end one hour in advance of the scheduled end of the event.

e. NON-SMOKING POLICY

- i. All indoor facilities are designated non-smoking.

f. INTERIOR USE GUIDELINES

- i. NOTE: Anyone planning to use the general facilities must meet with the Parish Office Administrator or Facilities Director to finalize plans for set up and use of equipment BEFORE final permission is granted. If the Parish Hall is being used, please also refer to the Parish Hall Guidelines.
- ii. Groups are restricted to only those areas of the building and grounds it has reserved. Children must always be under adult supervision! They are not allowed to run through the building or enter areas not reserved for a specific event.
- iii. There shall be no illegal drugs allowed in the buildings or on the grounds.
- iv. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless PRIOR arrangements have been made.
- v. Smoking is prohibited in all inside facilities
- vi. Food and beverages will not be allowed in classrooms or anywhere other than the Kitchens, Parish Hall, 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.
- vii. Any group using a room must return table and chairs and all fixtures to their original position after use.
- viii. Church equipment, tables, and chairs, etc. are available only on request. Classrooms, audiovisual room, and kitchens will remain locked unless use is specifically requested.
- ix. The Kitchen near the Gather Area is designed for warming purposes. Major food preparation should be done off premises. Refrigerator, stove, and sink must be left clean. See Kitchen Use Rules attached.
- x. The Kitchen in the Parish Hall is to be used as a serving kitchen. Professional caterers are encouraged to prepare food off premises. Refrigerators, stoves, and sinks must be left clean. See Parish Hall Guidelines.
- xi. There shall be no furnishings of any kind removed from the building without permission.
- xii. Do not use nails, screws, clear or scotch tape, or permanent hardware on any building walls, doors, or windows. When hanging posters, signs, etc. from walls or windows, only use Removable Painters Tape.
- xiii. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
- xiv. 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.

g. EQUIPMENT, FURNISHINGS, AND SUPPLIES

- i. 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.
- ii. 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.

- iii. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

h. GAS GRILL USE

- i. Strict liability insurance requirements limit the use of HFCC's gas grill for all non-parish sponsored events. Permission to use the grill by parishioners must be given by the Church Office (Pastor/Facilities Director) Use is restricted to the 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.
 - 3. To verify he/she knows how to use the grill safely.
- ii. A copy of the grill's operating instructions will be provided each time the grill is used. An ABC fire extinguisher is in the 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 HF grounds for personal use at any time, and it must be thoroughly cleaned after each use.

i. EXTERIOR USE GUIDELINES

- i. Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway).
- ii. Prior approval must be arranged if events are to be scheduled during liturgies.
- iii. 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 their original condition following usage.
- iv. Trash should be disposed of in the dumpster and recycling container.

j. SET-UP

- i. Non-parishioner groups using the facility shall set up for their event unless prior arrangements have been made.
- ii. 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.
- iii. Posters, decorations, etc. shall not be attached to walls or ceilings without prior approval.

k. CLEAN-UP

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

I. GENERAL CONDITIONS

- i. Each group and its sponsor are to ensure proper behavior and conduct are maintained during our facilities' use.
- ii. A competent leader 21 years of age or over must be present during all hours of negotiated use
- iii. All youth groups shall require adequate adult (over the age of 21) supervision.
- iv. Smoking, use of tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.
- v. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.
- vi. HFCC reserves the right to have a representative present at any meeting/function held at HFCC.
- vii. 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.
- viii. All groups/organizations agree to pay for all damage to premises.
- ix. 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
- x. HFCC does not allow any political campaigning activity on its premises.
- xi. Use of the HFCC facility does not imply endorsement or sponsorship of an event by HFCC.

II. KITCHEN USE GUIDELINES

- a. All items in the refrigerators and pantries are property of HFCC and are not for general use
- b. You must provide all paper products. Items in cupboards, pantries, and refrigerators are not for general use.
- c. Dispose of all leftovers. Do not leave any items you have brought in the refrigerators.
- d. Any equipment or appliances used must be returned to the proper place and condition.
- e. Wash all dishes, utensils, and containers and return to storage area(s).
- f. Turn off the stove and all other appliances.
- g. Clean trays in warming ovens if soiled.
- h. Wipe off counters, range tops, and microwaves.
- i. Clean sinks of all debris.
- j. Sweep floor and wipe up spills if necessary.

- k. Recycling is encouraged. Please remove all recyclables to the recycle center. (Closest is Wilson Pike).
- l. Remove all trash to dumpster in parking lot.
- m. Turn off lights when you leave.

III. GYM USE GUIDELINES

a. Use/Scheduling

- i. All requests to use the Gym must be made to the Facility Director (373-4696, Ext. 223). At least two weeks before an event, please schedule requests via HFCC's online forms listed below.
- ii. If you are reserving space for a PARISH SPONSORED EVENT, please use this form: <https://bit.ly/bookhfcc>
- iii. If you are reserving space for a NON-PARISH SPONSORED EVENT, please use this form: <https://bit.ly/HFCCreservations>
- iv. If your request is approved, the Parish Office Administrator or Facility Director will notify you and reserve the Gym on the parish calendar.

b. Insurance

- i. Individuals who use parish premises for non-parish sponsored activities are required to provide the parish with a Certificate of Insurance documenting \$1,000,000 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.
- ii. 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.

c. Children

- i. Due to the possibility of severe 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 always supervise the children. All arrangements must be approved by the Parish Office Administrator or the Facility Director.

d. Stage

- i. The stage cannot be used except with specific permission.

e. Statistics

- i. Gym floor occupancy capacity is 458
- ii. Bleacher capacity is 306.

f. Gym Rules

- i. No open or walk-in usage allowed for insurance and security reasons.
- ii. Gym floor must be “mop-swept” (dry mopped) both before and after every use and dirt disposed of in waste container.
- iii. For basketball, use only white light switches (5-minute warm-up). Black switches are Halogen for banquet lighting and only used in rare instances. **Do not put both on at the same time – they will burn out!**
- iv. NO black-soled or street shoes allowed on the gym floor. Only proper court shoes are allowed in the gym.
- v. Dunking the basketball is prohibited on all rims. Hanging on rims, nets or basket supports is prohibited.
- vi. No food or drink (other than water) is allowed in the gym.
- vii. Thermostats – Temperature in gym is pre-set according to pre-arranged gym use. Do NOT adjust temperature controls. If the temperature needs re-setting, please contact the parish office (373-4696, Ext. 223) during regular working hours (8:30 am – 4:00 pm).
- viii. No smoking allowed.
- ix. A parent (or a responsible adult 21 years or older) must always supervise children on Holy Family premises.
- x. 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.
- xi. Playing or climbing is not allowed on or under the bleachers.
- xii. No indoor soccer, football, softball, or baseball, including foot drills allowed
- xiii. When scheduling, please request use of gym equipment before using.
- xiv. All sports equipment is to be returned to storage before leaving the area.
- xv. Turn OFF all gym lights when leaving.
- xvi. Please notify the Facility Director (373-4696, Ext. 223) of any problems.

IV. FEES

- a. 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.

	Parishioner	Non-Parishioner
Church	No Charge	\$650
Weekly Chapel	No Charge	\$200
Gather Area or 111 and Kitchen	\$150	\$250
Classrooms	No Charge	\$25/Hr./room
Gather Room	\$75	\$100
Gymnasium (Sports)	\$60/Hr.	\$60/Hr.
Parish Hall/Kitchen	\$1,600	\$3,000
Entire Family Recreation Area- Picnic Pavilion and Soccer Field	\$125	\$350
Picnic Pavilion	\$75	\$200
Soccer Field	\$45/90 min**	\$45/90 min**
Bocce Courts	\$25/Hr.	\$50/Hr.
Sand Volleyball	\$25/hr.	\$50/hr.

**Nights: 5:30-7:00 or 7:00-8:30. Day/Afternoons: 90 minute periods

- b. 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 may be additional fees, depending on the services required.
- c. *Fees may be adjusted depending upon number of participants, event, or organization for non-parish sponsored activities through the Facility Director.