



**HOLY FAMILY**  
*Faith. Family. Fellowship. Service.*  
**CATHOLIC CHURCH**

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# Parish Hall Guidelines

**Holy Family Catholic Church**

# Parish Hall Policy

We are happy that you are considering using 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."*

To have your event run smoothly, the following policies are in place.

## **SCHEDULING/RESERVING SPACE**

Scheduling requests should be made via HFCC's online forms listed below. If you are reserving space for a PARISH SPONSORED EVENTS, please use this form:

<https://bit.ly/bookhfcc>

If you are reserving space for a NON-PARISH SPONSORED EVENT, please use this form:

<https://bit.ly/HFCCreservations>

All forms/guidelines can be found on our website: <https://holyfamilycc.com/facility-use>

All non-parish sponsored groups must provide a copy of a Certificate of Liability Insurance. (See INSURANCE.)

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 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.

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.

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 9:00 PM, and caterers and cleaning crews should vacate the premises no later than 10:00 PM. Holy Family requires bars to close one hour in advance of the scheduled end of the event. Any use of the building past 9:00 pm must be approved by the Pastor or Facility Director.

### **RESERVATION CONFIRMED**

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.

For NON-PARISH SPONSORED EVENTS, the event will not be confirmed until we receive the security deposit. Once the Parish Office Administrator confirms the security deposit has been received, you will receive an email from the Facility Director and be contacted by the Parish Office Administrator confirming your reservation.

### **ACCESS**

Individuals approved by the Facilities Director may arrange through the parish office to have 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 call during events. The renter will be given a contact name and number in the event the staff person needs to answer any questions or come on-site.

## **ALCOHOL POLICY**

Permission to serve alcohol at any event must be approved by the Facility Director in the parish office. The use of alcohol must always be supervised. Serving minors is strictly prohibited. An open bar and/or unsupervised serving of alcohol is prohibited.

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.

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 the tiled floor.

Floor beneath all drink stations must be covered with provided runners.

## **ANIMALS**

No animals are allowed in parish facilities at any time except 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 will be determined by the Director of Music depending on the services requested. To connect to the HFCC projector for a presentation, you must bring in a laptop. The external device must have an HDMI output with an HDMI cable. HFCC is not responsible for the functionality of non-HFCC equipment. It is recommended that you bring your equipment and presentation media in for a test run before your event.

At **parish-sponsored** events, arrangements must be made through the Facility Director.

## **BANDS/MUSICIANS**

Bands must bring all their equipment. Please check with the band to find out what power is needed and discuss with the Parish Office Administrator or Facility Director to be sure there is adequate power. To ensure a successful event, a representative of the band/musician or DJ must contact the office to coordinate requirements.

## **BUILDING HOURS**

Facilities are regularly 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 with a copy of the contract the renter makes with the 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 for \$1,000,000 per occurrence. The Certificate of Liability Insurance (COI) 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 Parish Office Administrator or Facility Director before using the Parish Hall and provide a Certificate of Liability Insurance (see above).

All carpeted areas used for food/drink services are required to be covered by provided runners.

## **CHILDREN**

Children under 18 are to be supervised by an adult 21 years or older. For safety reasons, no child under 12 years of age may be in the kitchen. Childcare 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 leaving the parish hall in the condition it was found. All items brought in for the event must be removed by the renter at the end of the event. For outside vendors (e.g., linen rentals, chair, or table rentals), drop off and pick up time must be coordinated with the Facility Director. If vendors do not pick up rented equipment, fees of \$100/day will be deducted from the original deposit.

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

Clean-up includes:

[OB]

- Take away all items brought in and all rentals.
- Wipe up spills on the 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 Director for approval before 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, ceilings, or windows. No decorations can be attached to the outside of buildings. Glitter/sequins may not be used in the Parish Hall.

Draperies cannot be hung in front of air conditioning/heating system returns.

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 non-flammable containers.

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

Fire Exit doors and handicapped doors are to always be unobstructed.

Decorations should be free-standing and removed from the Parish Hall immediately following the event unless other arrangements have been made with the Parish Office Administrator or Facility Director.

## **DELIVERIES**

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

## **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 always maintained.

## **EQUIPMENT AVAILABLE**

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

Chairs: <sup>[OBJ]</sup>	300 – metal folding chairs
Tables: <sup>[OBJ]</sup>	26 - 72-inch round (seats 8 to 10)
	15 - 6 foot rectangular for serving or seating
Coat Racks: <sup>[OBJ]</sup>	2
Stage/Riser:	4 - 6' x 8' sections

## **EXTERIOR**

For Parish-sponsored events, the clean-up committee must check the outside of the building, remove trash, cigarette butts, and 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 \$500 for parishioners and \$1,000 for non-parishioners. This security deposit will be refunded in its 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	\$1600	\$3,000
Security Deposit (Refundable)	\$500	\$1,000
Audio/Video-depending on services needed	TBD	TBD

A deposit of \$500 for parishioners and \$1,000 for non-parishioners 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 based on the report. If any damage has occurred, HFCC has the right to withhold a reasonable amount from the security deposit to cover the repair. All groups using the facility do agree to pay for any damage 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 canceled less than 30 days before an event, a \$50.00 cancellation charge may be deducted from the refund on the Security Deposit.

## **FORMS**

All forms/guidelines can be found on our website: <https://holyfamilycc.com/facility-use>

## **GENERAL**

Each group or renter is responsible for the 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 damage 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 one month 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 (no alcohol present) or \$175 (alcohol present and served by trained bartender).

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" on the Certificate of Insurance (COI). We cannot be listed as Certificate Holders.

## **INTERNET**

WIFI is available. Password may be obtained by calling the Facility Director.

## **KITCHEN**

All groups using the kitchen must consult the Facility Director before using the Parish Hall kitchen.

If the dishwasher will be used, please arrange with the Parish Office Administrator/Facility Director to train the person who will operate the equipment.

For safety reasons, no person under 12 years of age is allowed in the 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 Parish Office Administrator/Facility Director. This includes all tables, chairs, leftover food, drinks, dishes, glassware, utensils, and cookware brought in from the outside.

If vendors do not pick up rented equipment during allotted time, fees of \$100 per day will be deducted from the deposit.

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 them in the dumpster – outside in an 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.
- Turn off lights.

## **SET-UP**

The Parish Office Administrator/Facility Director 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.

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 front of the Parish Hall by the driveway. Containers are provided in the outside smoking area for cigarette butts.

## **TEMPERATURE CONTROLS**

Thermostats are preset by HFCC staff.

## **THROWING OF MATERIALS**

No materials (such as rice, confetti, birdseed) may be thrown on church property.

No sparklers are allowed.

Releasing balloons is against the law.

Bubbles may only be used outside, providing that bottles are not left on church property.