

ST. JOSEPH CATHOLIC CHURCH  
520 E. Northview, McPherson, KS 67460  
620-241-0821 (Church) 620-241-3913 (School)



## USE of PARISH FACILITIES

It shall be the objective of the Parish Family to make maximum use of its splendid facilities in a way equal in measure to Christian principles, giving first priority to the St. Joseph Parish Family, secondly to a local mission purpose serving the needs of the McPherson Community.

Charges for utilities & personal service are necessary to maintain the building and facilities. Costs are determined by the Parish Council in response to necessary maintenance needs of the church/school.

Church members or groups should contact the office secretary to clear a scheduled event with the church calendar. Approval for use of the facilities must then be given by the pastor. If a pastor is not available and an urgent reply is needed, the Parish Council president should be contacted by the office secretary.

- **KITCHEN:** Groups within the church/school desiring the use of the kitchen, need to clear the date through the church office and then have the event placed on the calendar.
- **PARISH HALL:** Groups within the church/community desiring the use of the Parish Hall, need to clear the date through the church office and then have the event placed on the calendar.
- **CHURCH VESTIBULE:** Church members desiring the use of the vestibule, must request approval from the pastor and clear the date through the church office.
- **ACTIVITY CENTER:** Groups within the church/community desiring the use of the activity center, need to clear the date through the church office and then have the event placed on the calendar.
- **CARE of CHURCH PROPERTY:** Some chairs, tables and other church equipment or property shall be designated for loan to members for individual or group meetings outside the church. These shall be checked out & checked in at the church office.

# GUIDELINE AGREEMENT

The following guidelines are to govern all weddings, receptions, and other non-parish events requiring the use of the St. Joseph facilities.

## **Those who reserve the use of the facilities agree:**

- There will be a cleaning & maintenance fee for the cleaning and care of the facility as well as consumption of supplies, utilities, and general wear and tear. (*General Cleaning will be the responsibility of the user: Cleaning tables, sweep, mop floors and take out the trash.*)

<u>Activity Center:</u>	Parishioners \$75.00(Yearly Fee) +\$10.00/hour	Non-Parishioners \$100.00 (Yearly Fee) +\$20/hour
<u>Parish Hall:</u>	Parishioners \$100.00	Non-Parishioners \$500.00
<u>Commons Area:</u>	Parishioners \$100.00	Non-Parishioners \$200.00
<u>Kitchen Only:</u>	Parishioners: \$50.00	Non-Parishioners \$100.00

*\*\*Note: The Parish Kitchen may serve events in the Parish Hall or the School Commons.*

- No Smoking will be tolerated throughout the facility

## **Refundable Security/Damage Deposits:**

Activity Center:	Parishioners: N/A	Non-Parishioners: N/A
Parish Hall	Parishioners: \$250.00	Non-Parishioners: \$250.00
School Commons	Parishioners: \$100.00	Non-Parishioners: \$100.00

***\*\*PLEASE NOTE: Basic cleaning will be the user's responsibility. Cleaning would involve: Cleaning tables, sweeping, mopping and taking the trash out to the dumpsters.)***

### **Requirement for Security/Damage Deposit:**

A security/damage deposit for the use of the Parish Facilities is required thirty (30) days prior to the event, out of which any damages, other than normal wear and tear, will be paid. If there is no damage to the parish facility, the deposit will be returned within seven (7) days following the event. If there is damage to the facility, the expense of the repair will be deducted from the deposit, and the balance will be returned to the Group. Any damages exceeding the amount of the deposit shall be the responsibility of the Group and shall be paid within thirty (30) days of Group's receipt of an itemized list for same.

### **Requirement for Security Officer:**

Security is required for large events, such as wedding receptions, when alcohol is being served. The Pastor has the authority to require security at certain events when alcohol is not served. Security officer fee above includes 4 1/2 hours of security. Should any additional time be required for the police officer to be on the site, the Group will be charged for the additional time at the rate of \$22.00 per hour. In addition, because of growing liability concerns, St. Joseph Catholic Church may designate a responsible party to monitor alcohol consumption by all parties attending the function.

*\*\*Addendum: These policies and fees are subject to restudy and/or revision at any time. Additional study and any necessary revisions should occur at least once each year at a meeting of the Parish Council.*

# ST. JOSEPH CATHOLIC CHURCH FACILITY USE AGREEMENT

<u>OFFICE USE ONLY</u>
PHONE NUMBER: _____
AMOUNT PAID: _____
DATE PAID: _____
CHECK NUMBER: _____
CASH _____

1.) PREMISES AND PARTIES:

St. Joseph Catholic Church, hereinafter called "Parish," hereby agrees to allow (individual) \_\_\_\_\_ hereinafter referred to as "Responsible Party" or "Group", the use of the Parish Room(s), as selected in the fee schedule for the purpose of (event) \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, from (time) \_\_\_\_\_ .M. to \_\_\_\_\_ .M.

2.) PAYMENT:

Group shall pay to Parish the total fees for security deposit and rent as outlined on the attached "Fee Schedule" at least sixty (60) days prior to said event.

3.) DAMAGE SECURITY DEPOSIT PAYMENT:

A damage security deposit, as outlined in the attached "Fee Schedule," is required for the use of the designated Parish Room. Said deposit(s) will be refunded within seven (7) days following the event provided there is no damage to the premises, grounds and buildings owned by Parish. In the event of damage to same, all costs of repairs will be paid from said deposit and the balance, if any, will be refunded to Responsible Party together with an itemized list of said repair costs within thirty days (30) of the above event. In the event that damages exceed said deposit, Responsible Party agrees to pay said excess in full within thirty (30) days after receipt of a statement for said damages.

4.) INSPECTION:

The Group hereby states that it has inspected the premises, and all furnishings therein, with the parish representative, and acknowledges that there are no present damages to same except: \_\_\_\_\_

5.) RESPONSIBLE PARTY:

The individual signing this agreement for the Group will be considered the Responsible Party and personally assumes responsibility for the event. The purpose of the Responsible Party shall be twofold: Monitor all activities, inside and outside of the designated facility, including eating and drinking;

2. Monitor all alcohol consumption, and advise the Group and security officer of any problems related to alcohol consumption. The Group agrees to work with assigned security officer (if an officer is required) and designated Parish representative. The security officer will have final jurisdiction over the scheduled event.

6.) NO SMOKING POLICY

Group, for itself and on behalf of its guests, agrees to abide by the strictly enforced "NO SMOKING POLICY" in the building of St. Joseph Catholic Church. Group agrees to pay all costs associated with smoking on Parish premises, including, but not limited to, a false alarm due to a violation of this "NO SMOKING POLICY".

7.) ALCOHOL USAGE CLAUSE:

Group agrees to monitor alcohol usage by all guests attending the event. Alcohol may only be consumed in the designated hall(s) being leased. Absolutely no alcohol will be consumed or taken outside of the designated area. Group also agrees that they will not serve or allow youth under the drinking age to consume alcohol at said event. Group shall be solely responsible for any and all liabilities arising out of alcohol consumption that may result in injury, whether to persons or property. Group will indemnify, defend, and hold Parish harmless for any and all injuries which occur on or off the premises arising out of alcohol consumption.

8.) COMPLIANCE WITH LOCAL, STATE, AND FEDERAL LAW:

GROUP HEREBY WARRANTS that the event described in paragraph one will comply with all federal, state, and local laws. If the event is in violation of any such law, Group will be solely liable and will indemnify and hold Parish harmless for any such violation. (See Diocesan Guidelines on Alcohol Use.)

9.) ST. JOSEPH CATHOLIC CHURCH FACILITY USE AGREEMENT

Group hereby states that they have read and clearly understands the ST. JOSEPH CATHOLIC CHURCH FACILITY USE AGREEMENT and GUIDELINES, and FEE SCHEDULE, attached hereto and made a part of hereof BY REFERENCE, and whereby agrees that they will comply with the terms and conditions therein.

Dated at McPherson, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ST. JOSEPH CATHOLIC CHURCH

GROUP

By \_\_\_\_\_

By \_\_\_\_\_

Designated Representative

Responsible Party

# FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: ST. JOSEPH CATHOLIC CHURCH

PARISH is understood to include the Arch/Diocese of WICHITA, KANSAS

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: \_\_\_\_\_