

Holy Spirit Catholic Church

Facility Scheduling and Procedures

Priorities

Parish activities always take precedence over outside use. Non-parishioner use must be consistent with Holy Spirit's mission and with Roman Catholic teachings, tenets and philosophy as determined at the discretion of the parish.

Conditions

- All renters including parishioners are required to complete a Facility Usage Agreement (contract).
- The facility is reserved when the Agreement is signed, insurance certificate is approved by Catholic Mutual, and damage deposit and rental fees are paid.
- Parish reserves the right to cancel all or part of the Facility Usage Agreement at any time due to parish need for the space.

Scheduling

- Events need to be scheduled **at least 4 weeks in advance** so the parish can make plans for its facilities and receive approvals from its insurance company.
- Signed Facilities Use Agreement, insurance certificate, deposit and fees need to be submitted to the office **at least 2 weeks before the event**.
- For non-rentals (Holy Spirit ministries and organizations) contact the parish office.
- Contact the Athletic Director about Flames Gym use.
- All events must be on the calendar.
- Pick up keys during regular office hours (Monday–Friday, 8 a.m.–4 p.m.).

Damage Deposit

- The \$250 damage deposit will be mailed to the renter if there is no damage to the premises and if there has been full compliance with the restrictions for facility usage.
- The deposit will be retained if there is breakage, including damage to tables, chairs, walls, or other Holy Spirit property or if keys are not returned.
- Half of the damage deposit will be kept if the Agreement is cancelled less than two weeks prior to the event.

Insurance

- Renter must provide evidence of liability coverage with limits of at least \$1,000,000 occurrence. A certificate of insurance **naming Holy Spirit as an additional insured and the certificate holder** for the day of the event is required.
- If the renter is hiring anyone for the event (caterer, etc.) that business must also show evidence of liability insurance.
- If the renter is unable to provide insurance, special events coverage may be purchased through the Archdiocese insurance program. The form, pricing, etc., are available from the Business Administrator.

Restrictions

Building use is limited to the space indicated on the Facility Usage Agreement. Other restrictions are provided on a checklist given to the user.

Setup

- Renter must fill out a Facility Set-up Form **at least one week prior** to the event.
- The set-up form goes to Maintenance.
- Maintenance set-up includes audio/visual.
- Custodial support is at the discretion of the Business Administrator.
- Set-up does not include decorating.

False Fire Alarm

Should the fire alarm be pulled improperly, resulting in a call by the Saint Paul Fire Department, the renter will be charged the amount imposed by the Fire Department, or \$100, whichever is greater.