

**HOLY TRINITY
PARISH-LIFE CENTER**

FACILITY USE POLICY



3111 TIERRA DE DIOS DRIVE, EL DORADO HILLS, CA 95762
(530) 677-3234 ▪ FAX (530) 677-3570

FACILITY USE POLICY

This policy governs the use of all facilities of Holy Trinity Parish-Life Center for events and gatherings that are not sacramental celebrations for our Church.

First and foremost, the parish facilities were built – and are maintained – for gathering and worship, developing our faith, and fostering our parish life and service to our community. Good stewardship dictates that our parish community preserves and ensures the welfare of our facilities. Their use will be governed by a system of priorities and, as appropriate, a fee schedule.

I. TERMS AND DEFINITIONS

Facilities include the following (referred to collectively as the Parish-Life Center):

- Church
- Social Center
 - Main room, kitchen, youth room, stage & lobby
- Pastoral Center
 - Meeting rooms, View Room & kitchen
- Education Center
 - Media Center, classrooms, meeting rooms
- Common areas around the Parish-Life Center

II. RESERVATION PRIORITIES

- **Parish Ministries** — those recognized by the Pastor and staff as groups that facilitate the ministries of the parish including those which advocate for, serve, or facilitate key elements of our faith and teachings of our church. The membership of these groups is comprised principally of those who participate in our Sunday parish worship. Such identified groups include but are not limited to liturgical ministries, faith formation, Pastoral Council, and the parish school.
- **Worshipping Stewards** — those households which have remained active and contributing participants in the life of Holy Trinity Parish and have enriched the entire parish community through their stewardship of: time (worshipping at Mass each weekend), talent (serving in a ministry of the parish), and treasure (acknowledging God's blessings in our lives by returning to God a significant portion of the treasure He has given us). Use is limited to receptions related to liturgical events (weddings, funerals, confirmation, etc.)
- **Related Organizations** — serve similar interests as our parish and either inspires or develops our community or a ministry but operates independently of the Parish. Such identified groups include but are not limited to Boy Scouts, Girl Scouts, and the Knights of Columbus.
- **Other Organizations** — serve the interests of that specific group or the wider community. Such identified groups include but are not limited to government agencies, private organizations, and private individuals (including parishioners) seeking use of facilities for private functions, and other groups not affiliated with the parish.

III. RESERVATION PROCEDURES

- The completed **FACILITY USE RESERVATION FORM** (for use of any rooms of the Parish-Life Center) must be submitted with a \$100 confirmed reservation deposit. Reservations will not be accepted if there are outstanding bills or previous violations of rules.
- A copy of the Parish Facility Use Policy is given to applicant.
- Completed Insurance request form is due seven (7) days prior to the event.
- Other applicable documentation (e.g., ABC permit) must be provided by applicant prior to use of facility.

IV. FEES

Fees are assigned based on the particular space rented, number of hours reserved, and particular use of the space. (See fee schedule)

- **A cleaning/damage deposit** is required for all facility rentals (see fee schedule). The funds are held until one week after the event. The deposit will be used to cover after-event cleanup which the parish will provide at cost, not to exceed \$300 (unless agreed upon in advance by all parties). Additionally, the deposit may be used, in part or in total, if an event causes the need for:
 - Cleaning procedures which are beyond the scope of normal maintenance,
 - Repairs or replacement due to structural, equipment, or other property damage. All guests attending an event are expected to act appropriately.
 - Additional time beyond the contractual terms (e.g. the event ends one hour later than scheduled.)
- **Cancellations:** There will be a \$50.00 fee for cancellations made 60 days or more prior to an event. Forfeiture of the full reservation deposit will be made for cancellations made fewer than 60 days prior to an event.
- **Payments of fees** are due in full thirty (30) days prior to the event. Facility use will not be allowed without payment. Failure to submit fees on time may result in the group being disallowed from facility use. **Checks should be made payable to Holy Trinity Parish.** A \$25.00 fee will be charged for all returned checks.
- **Time use guidelines:** There will be a three (3) hour minimum time use for events and 12 hour maximum for all rentals.
 - Access to the facility will begin with the starting time of your reservation. Multi-day use events (e.g. tournaments or plays) will be negotiated.
 - Set-up, decoration, and clean up time shall be within the reserved (rented) time (e.g., a four hour event requiring three hours of set up and three hours of cleanup would require a reservation and appropriate fees for a 10-hour time period).

V. ADDITIONAL REQUIREMENTS

- **Insurance:** The Diocese of Sacramento requires insurance coverage for all events held at the Parish-Life Center. The certificate of insurance must be submitted seven (7) days prior to the event. The insurance fee (non-refundable) must be submitted 30 days prior to the event (see liability form for cost of coverage). **The insurance rider fee may be waived if the organization provides a “proof of insurance” certificate that specifically covers the event, names the Diocese of Sacramento as additionally insured (up to \$1 million), and includes liquor liability.**
- **Security:** Security may be required, as determined by the parish, if the event is open to the general public and alcohol is being served.
 - Private events such as wedding receptions and banquets, which are not open to the general public, do not require security.
 - Security personnel will be hired by the parish, at \$81 per hour, with a 4-hour minimum. The additional expense will be added to your facility use fees.

VI. ALCOHOL STATEMENT

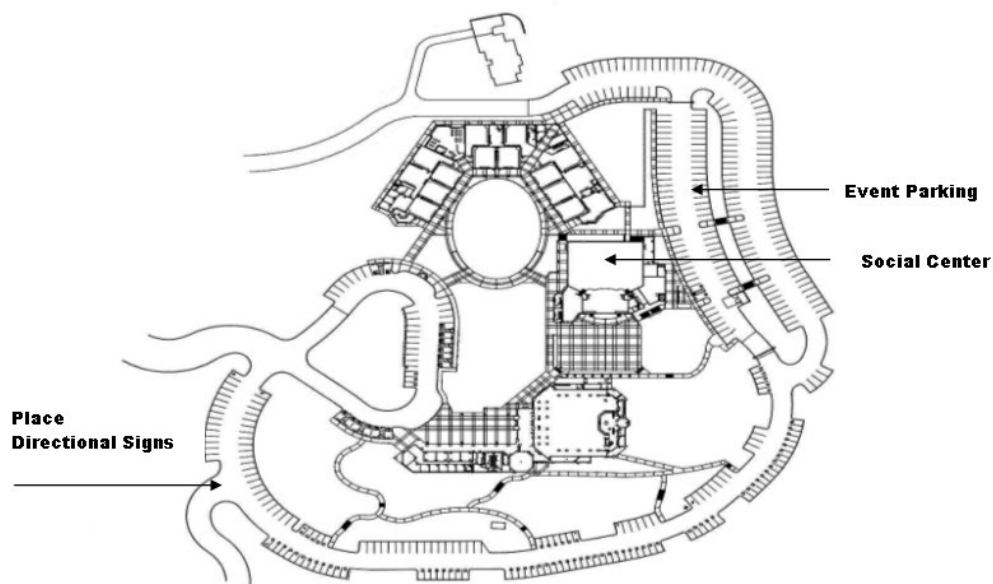
If alcohol is to be served at a function, users will:

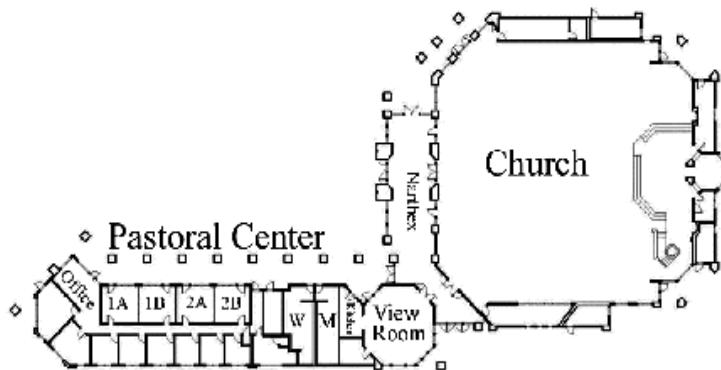
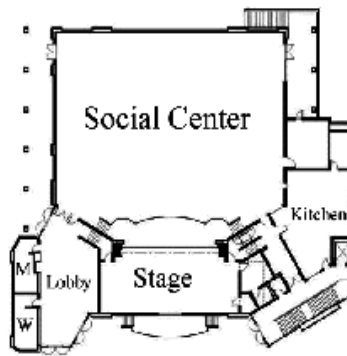
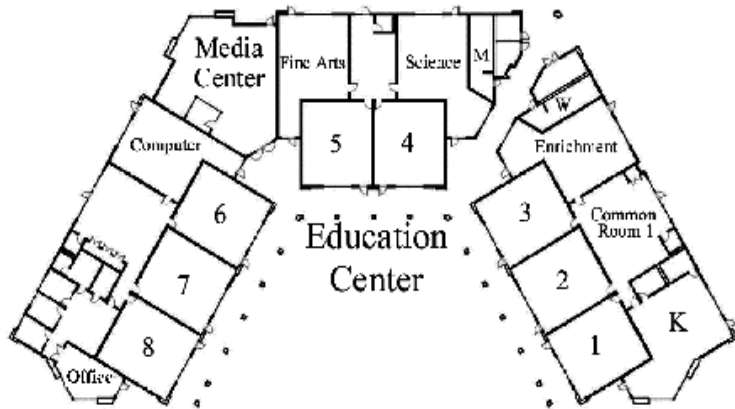
- Not serve or allow others to serve alcohol to a minor.
- Not serve or allow others to serve alcohol to anyone who is obviously intoxicated.
- Not allow any guests to take alcohol outside the event space.
- Be required to designate one or more bartender(s) who shall not drink alcohol during the event
- Not allow anyone, including the band, to bring in any alcohol from the outside.
- Not allowed alcohol to be served during events which center on a person(s) who are under 21-years of age.
- **Alcohol License:** Alcohol may be consumed without a license when there is no monetary exchange for the beverage or when there is no admission fee charged for the event. Events involving exchange of monetary consideration (e.g. cash bar, or purchase of a meal or meal ticket with any form of alcohol being served as a part of the meal) require a license from the State of California Department of Alcoholic Beverage Control (ABC). ABC will issue one-day permits to **non-profit groups** who wish to sell beer, wine, or distilled spirits.
 - You must get approval for the permit from the El Dorado County Sheriff's Dept. prior to going to ABC.
 - **ABC will not issue permits to private citizens or groups.** A caterer with a liquor license must serve alcoholic beverages at events held by private citizens or groups when there is monetary exchange.
 - Alcohol permits must be prominently displayed during an event.
 - ABC contact information: 3321 Power Inn Rd., Sacramento, (916) 227-2002
 - El Dorado County Sheriff's Department contact information: 300 Fair Lane, Placerville, (530) 621-5656.

VII. GENERAL POLICIES

- **Right of Refusal:** The Holy Trinity Parish Pastor, the Parish Administrator, the Facilities Manager, or the Parish-Life Center Attendant reserve the rights:
 - to refuse building use to any applicant
 - or to terminate any event in progress if the policies and/or procedures are not followed
- **Attendant:** There shall be a Parish-Life Center attendant available for contact at all significant functions.
- **Decorating:** Users will not tape, staple, tack, nail or otherwise attach anything to the walls without a Parish-Life Center attendant's approval. All emergency exits must be free from obstructing tables and chairs. No ladders or other tools are available for decorating. Candles may be used only if they are in a suitable chimney. Holy Trinity will set-up/take-down chairs/tables as requested according to the floor plan provided. Parish will provide a floor plan on which an applicant can designate the desired table or other seating arrangement.
- **Facility Floors/Walls:** Special care of the Parish-Life Center floors and walls must be taken at all times. Users are not to drag chairs, tables, stage sound equipment, etc., across the floor. Costs of any damage that occurs are the responsibility of the applicant.
- **Clean up:** Immediately following the event:
 - All tables must be cleared of all items such as table linens, dishes, decorations, etc., and wiped clean.
 - All trash must be placed in receptacles (garbage cans).
 - All decorations must be taken down and removed from the parish property.
 - The kitchen area must be thoroughly cleaned (see check list) to meet or exceed the original level of cleanliness.
- **Kitchen Use:** General kitchen use is limited to the sink, counter tops, and major appliances.

- **Music:** The volume of sound will be monitored by the security staff or a representative of Holy Trinity and must not exceed a reasonable volume. Failure to comply with this request may result in the conclusion of the event.
- **Smoking** is not permitted on the property of Holy Trinity Parish.
- Holy Trinity will not be liable for any lost, stolen or damaged property associated with or brought to the event.
- **Walk Through:** It is required that an appointment be made one week prior to the scheduled event for a walk through and clarification of any of the above guidelines. Please call (530) 677-3234 to set the appointment time. This walk through must include the designated responsible person(s). At the time of the walk through, the floor plan for the table and/or chair arrangement must be submitted and approved. The Parish-Life Center attendant will conduct an inspection on the day of the event: both prior to and following clean up with the designated responsible person(s). The post-event inspection will determine if a cleaning/damage deposit refund will be granted (see Section IV - cleaning/damage deposit). Refunds will be made during parish office hours and mailed to the applicant at the address provided on the rental application. If damage exceeds the cleaning deposit amount, the applicant will be held responsible and damage costs will be billed to the applicant.
- **Advertising:** No advertising shall be placed or posted on walls or doors about the parish, nor used in publications, radio, or television with the prior written permission of the parish. The parish's name shall not be used to suggest co-sponsorship or endorsement of any activity, without the prior written approval of the parish.
- **Use of Other Facilities on Parish Grounds:** Users rent a specified area for specific times; users are not given access to other parish facilities and must take reasonable action to prohibit their guests from accessing or using other parish facilities during their event. Specifically, users and their guests may not use playground equipment, basketball courts, or any common areas of the parish.
- **Pets:** Pets of any kind are not permitted in the buildings or on the grounds of Holy Trinity Parish.
- **Parking:** During times of weekend liturgy (Saturday evening and Sunday), the parish asks that renters of the facility and their guests park in the lots nearest to the back entrance of the Social Center (near the basketball courts). Additionally, the parish requests that temporary directional signs be placed to direct guest to appropriate parking areas.





Social Center

Main Room:

<500 People	\$ <u>1,650</u> (12 hr. min.)
	\$ _____ (\$165 ea. add. hr)
Reservation Deposit	\$ <u>100**</u>
Insurance	\$ _____ (see insurance sheet)
Cleaning Deposit	\$ <u>700</u>

Stage:

<100 People	\$ <u>200</u> (3 hr. min.)
	\$ _____ (\$75 ea. add. hr)
Reservation Deposit	\$ <u>100**</u>
Insurance	\$ _____ (see insurance sheet)
Cleaning Deposit	\$ <u>100</u>

Youth Room:

<50 People	\$ <u>175</u> (3 hr. min.)
	\$ _____ (\$50 ea. add. hr)
Reservation Deposit	\$ <u>100**</u>
Insurance	\$ _____ (see insurance sheet)
Cleaning Deposit	\$ <u>75</u>

Pastoral Center

View Room & Kitchen

<40 People	\$ <u>150</u> (3 hr. min.)
	\$ _____ (\$25 ea. add. hr)
Reservation Deposit	\$ <u>50 **</u>
Insurance	\$ _____ (see insurance sheet)
Cleaning Deposit	\$ <u>50</u>

Meeting room

<30 People	\$ <u>100</u> (3 hr. min.)
	\$ _____ (\$25 ea. add. hr)
Reservation Deposit	\$ <u>50**</u>
Insurance	\$ _____ (see insurance sheet)
Cleaning Deposit	\$ <u>50</u>

Education Center

Media Center:

40-60 People	\$ <u>175</u> (3 hr. min.)
	\$ _____ (\$50 ea. add. hr)
Reservation Deposit	\$ <u>100**</u>
Insurance	\$ _____ (see insurance sheet)
Cleaning Deposit	\$ <u>75</u>

Classrooms

<40 People	\$ <u>125</u> (3 hr. min.)
	\$ _____ (\$25 ea. add. hr)
Reservation Deposit	\$ <u>100**</u>
Insurance	\$ _____ (see insurance sheet)
Cleaning Deposit	\$ <u>50</u>

Meeting room

<40 People	\$ <u>125</u> (3 hr. min.)
	\$ _____ (\$25 ea. add. hr)
Reservation Deposit	\$ <u>50 **</u>
Insurance	\$ _____ (see insurance sheet)
Cleaning Deposit	\$ <u>50</u>

** A deposit is required to hold facility reservation. This amount is applied toward total amount due.

Cancellations:

There will be a \$50.00 fee for cancellations made 60 days or more prior to an event. Forfeiture of the full reservation deposit will be made for cancellations made less than 60 days prior to an event.

Discounts:

- 10% discount for parishioners financially supporting the parish.
- 20% discount for (501)(c)3 non-profit organizations



FACILITY USE RESERVATION FORM

Applicant's Name: _____
(Last) (First) (Middle initial)

Organization Name (if applicable) _____

Home Address: _____

Day Phone: () _____ Eve Phone: () _____ Cell: () _____

Email address _____

Date requested: _____ Time(s) (including set-up & clean-up time): _____

- Facility Desired:
- Social Center Main Room
 - Social Center Main Room & Kitchen
 - Social Center Youth Room
 - Pastoral Center View Room
 - Pastoral Center View Room & Kitchen
 - Social Center Stage
 - Ed Ctr Cm'n Rm #1
 - Ed Ctr. Classroom # _____
 - Ed Ctr. Media
 - Pastoral Center Meeting Rm # _____

Purpose of the Facility Use: _____ Guest Count: _____
(Good faith estimate)

Will Alcoholic Beverages be served? Yes No

The applicant/user, on behalf of the organization or group using the facilities pursuant to this application, acknowledges receipt of a copy of the Holy Trinity Parish Facility Use Policy and agrees to abide by the terms and conditions of such policy and to comply with all local, state and federal laws, ordinances, regulations and rules applicable to the use of this facility and the user agrees to pay all indemnities and taxes which may be incurred in connection with the use and occupancy of the facility for the specified event. If at any time the use of the facility by the user violates any provisions of the facility use policy, applicable ordinances, laws or rules, the user shall be solely responsible for the consequences of such conduct, and shall be prohibited from all future use of the facilities of the parish. The user further agrees to indemnify and hold the parish, its officers and employees harmless from any claim, suit or proceeding arising out of the use of the facility and the user shall indemnify the parish, its officers and employees for all expenses (including reasonable attorney fees) incurred in defending such claims.

Signature of Applicant: _____ Date _____

TO BE COMPLETED BY HOLY TRINITY PARISH

1. Reservation deposit: Amount: \$ _____ Cash Check # _____
2. Parish Facility Use Policy given to and reviewed by applicant
3. Photocopy of Liquor License
4. Copy of Special Events Insurance signed/received
5. Special Events Insurance form and premium sent to Diocese
Date Sent: _____ Initials: _____
6. Room \$ _____ Due Date: _____
 Security \$ _____ (30 days prior)
 Insurance \$ _____
 Damage/cleaning deposit \$ _____
Total: \$ _____
Reservation deposit \$ _____ Ck # _____ Date _____
Balance Due: \$ _____ Ck # _____ Date _____

Date Reservation Entered: _____
By: _____
P <input type="checkbox"/> N/P <input type="checkbox"/>
Release deposit: _____

Holy Trinity Social Center Kitchen Cleaning Responsibilities

The kitchen must be returned to pre-event conditions. If additional cleanup or repair is required by the social center staff, the deposit, or portion thereof, will be retained to cover cost of said cleanup or repair.

Responsibilities

1. Cardboard boxes should be flattened before putting in the recycle dumpster. Place new liners in all trash receptacles.
2. Each piece of equipment used must be cleaned and shut down according to directions provided.
3. Surface clean all appliances used; clean any spills in oven and on oven racks.
4. All stainless steel surfaces (prep tables and work counters) must be washed with dish soap and hot water, sprayed with disinfectant, and allowed to air dry.
5. All food debris cleaned off and run through the dishwasher. All stainless steel surfaces around grill/burners must be cleaned and free of grease and food debris.
6. Remove all food particles from sinks, wash with dish soap and hot water, and spray with disinfectant.
7. Empty, rinse, and replace mesh food particle screens inside dishwasher. Restack dish trays.
8. Empty refrigerators and walk-ins of all food and beverage used during event, clean inside of refrigerators, mop any spills in walk-ins, and wipe off all racks with a damp cloth.
9. Sweep all debris from kitchen floor.
10. Empty warming bins, ovens, and refrigerated bins of all food and wipe clean with a damp cloth.
11. Wash braising pans with dish soap and hot water, remove all particles, rinse thoroughly, sanitize and allowed to air dry. (Follow the directions on the pot sink labels)
12. Remove all food particles from the stovetop.
13. Clean all stainless steel surfaces behind and above cooking areas with cleaning supplies that will be provided.
14. Empty all grease traps and spill pans and wash with dish soap and hot water.

NOTE: Caterers must furnish all cooking and serving utensils. Kitchen use is limited to the sink, counter tops, and major appliances. Holy Trinity will provide all the clean-up supplies.