

Holy Name of Mary Roman Catholic Church

Policies & Procedures for Use of Church Facilities

Who May Use Church Facilities **NO APPLICATION OR FEE SCHEDULE NEEDED**

Holy Name of Mary Roman Catholic Church and related facilities are the home for our parish, a place for worship, education and fellowship. The Church is committed to Christian hospitality but reserves the right to deny usage for groups or events deemed inappropriate for a Catholic Church.

Registered Parishioners, Ministries of the Parish

A. Ministries, committees and designated parish groups for church business, programs and receptions

1. The date must be cleared on the church calendar. Contact the Business Administrator.
2. Fees are not applicable to church ministries or registered parishioners.
3. Parish ministries must follow the rules pertaining to use of church facilities, as stipulated in this document.
4. No required donation for the replenishment of used supplies, suggested donation on the fees schedule.

Rules & Conditions for Use of Facilities

RESPONSIBILITY

A designated representative from the user group or organization must complete and sign the *Application for Use of Church Facilities*. This person assumes responsibility for ensuring that the parish rules for use of facilities are followed, that parish property is used with care, and the premises are vacated promptly and secured. It is expected that the designated representative will be present at all times during the use of facilities.

SCHEDULE CONFLICTS

Priority for use of the facilities will be given to parish groups and members. However, once an outside organization has been scheduled to use church facilities, only the most extenuating circumstances will cause the parish to preempt the use by that group, and every attempt will be made to reschedule or accommodate the preempted organization. If unforeseen conflicts in schedule arise, the church will resolve conflicts to the best of its ability. In the rare instance of a church emergency, which causes a conflict with a scheduled event, the church reserves the right to cancel the event.

LIABILITY

Prior to use, an approved outside user must provide a certificate showing adequate liability insurance that covers the period in use. An alternative is to obtain special event insurance for a specific occasion. In certain, limited situations, the user may provide an individual *Hold Harmless Agreement* for each person in attendance. In addition, individual users, organizations and groups shall agree to be responsible for any damage to the premises and contents during their use and to reimburse the Church for repairs necessitated by the damage.

SECURITY DEPOSIT

The Church, at its discretion, may require a security deposit in advance to cover any expenses for cleaning and breakage. The premises must be inspected for damages by a staff member before a deposit can be returned. This will occur no later than one week after the event.

INCOME

Any plans for free-will offerings, fundraising, admission fees, etc. must be specified on the application and can be implemented only if approved by the parish.

SMOKING/CONTROLLED SUBSTANCE/ALCOHOL POLICY

The presence and use of controlled substances is prohibited on Church property. Smoking is not permitted inside the building, including restrooms. Whenever alcohol is served, non-alcoholic alternatives must also be offered. The user representative is responsible for observing any federal, state and local laws and ordinances which regulate the use and/or sale of alcohol. This includes enforcement of the legal drinking age and the prohibition against serving someone who is intoxicated. **The user group is responsible for obtaining an ABC license, if alcohol is sold or included in the price of admission.** It is recommended that Virginia ABC officials be consulted. **Absolutely no alcohol is to be served, available or present on Church property without an ABC permit.** An additional cleaning fee is required for events where alcohol will be present. Diocesan insurance is also required for any event where alcohol will be present.

PARKING

Park only in designated areas, do not block exits.

DECORATIONS

No nails, tacks, staples or tape of any kind may be used anywhere. Only LED candles may be used outside of the sanctuary. Any damage which results from noncompliance with these policies will be the responsibility of the user group or organization

SETTING UP AND TAKING DOWN TABLES AND CHAIRS

There are a variety of sizes and shapes of tables for use. You may set up for your event using any of the available tables and chairs. Please take pictures before you change anything and return the social hall to the way it was upon your arrival after the event.

CLEAN UP/TRASH REMOVAL

Users must leave the area in at least as good a condition as they originally found it. Equipment and materials, including all rental equipment belonging to the users must not be left or stored on the premises. All trash and garbage (even if only a partial bag) must be collected and deposited in the dumpster behind the church upon leaving.

SECURING THE BUILDING

Users must ensure that windows are closed and locked, portable appliances are unplugged, equipment and lights are turned off, doors are closed and locked, and bathrooms are checked for running water.

ACTIONS NOT PERMITTED

Throwing of rice, bird seed, confetti, etc.

CAPACITY - McNally Hall & Church Sanctuary

McNally Hall: Capacity depends on seating arrangement. If tables and chairs are used, maximum capacity is limited to 200 people. Chairs only: 250 Church Sanctuary: 225

USE OF PERMANENT CHURCH EQUIPMENT

Use of church property such as dishes, silverware, etc. are allowed as long as all is properly cleaned and returned to where it was stored. Linens such as table cloths must be provided by the user unless advance permission is given to use the churches. If the church tablecloths are used they must be laundered, ironed and returned in their storage containers.

USE OF DISPOSABLE CHURCH SUPPLIES

Use by your group of existing paper plates, cups, napkins, plastic utensils, coffee, creamer, sweeteners, etc. are allowed. A donation is expected to cover the cost of replacing these items. Please see the fee schedule. We will also accept donations of these items in lieu of a monetary donation.

Holy Name of Mary Catholic Church

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Email: rbailey.hnm@gmail.com

Hold Harmless Agreement

I/We, _____
agree to protect, indemnify, save and keep harmless, Holy Name of Mary Catholic Church of Bedford, Virginia and the Catholic Diocese of Richmond, Virginia against and from any and all loss, cost, damage, or expense, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and will protect, indemnify, and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of any failure of the contractor in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during the period commencing _____ and ending _____ on the premises of Holy Name of Mary Catholic Church.

Date: _____

By: _____

Title: _____