

# Holy Name of Mary Roman Catholic Church

## Policies & Procedures for Use of Church Facilities

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 holding private gatherings

Active member(s) of the parish for private meetings, activities, programs or special celebrations (i.e.-wedding, anniversary, showers, etc.)

1. Permission must be received and the date must be cleared on the church calendar at least one month in advance. Submit an *Application for Use of Church Facilities* form to the Business Administrator. A form may be obtained from the Main Office in the Church Commons or will be emailed upon request.
2. Appropriate liability insurance must be obtained for the event from the Diocese of Richmond at least one month in advance. The form may be obtained from the Church Office or emailed upon request. If you have questions about insurance or liability issues, please contact the Business Administrator.
3. No fee will be charged but a donation to the church is welcomed.
4. A donation is requested for the use of any disposable products such as but not limited to: paper plates, plastic utensils, napkins, coffee, creamer, sweeteners, etc. See the fee schedule for the requested amount. In lieu of a donation, you may replace the materials used.
5. The parish member(s) must be present at the sponsored activity and will be responsible for security, set-up, clean-up, and any damage. A key will be issued if needed.
6. The parish member(s) must follow the rules pertaining to use of church facilities, as stipulated in this document.
7. Weddings and Wedding Receptions – Please note, our church and social hall use is for registered members of the parish residing in our parish boundaries. We will not accept parish registrations simply in order to use the church and/or social hall as an event venue.

### 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 Roman Catholic Church

1307 Oakwood St, Bedford, VA 24523

Phone: 540-586-8988

Fax: 540-587-9080

Email: rbailey.hnm@gmail.com

## Application for Use of Church Facilities – Parishioner Private Event

Name of Person, Organization, Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Church Contact Person (to be present during use, if required): \_\_\_\_\_

Event Description: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

### Church Facility Requested: Check All That Apply

Other: \_\_\_\_\_  Worship Area  McNally Hall/Kitchen

\_\_\_\_\_  Parking Lot(s)

\_\_\_\_\_  Library  Classroom(s)  Lawn

Date(s) of Use: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

### Insurance This person, organization or group (check one):

The Event is open to the entire parish and has been announced and no alcohol will be served. Hold Harmless Agreement signed.

Will apply for Special Events Insurance through the Catholic Diocese of Richmond (premium due)

Date Applied: \_\_\_\_\_ Prem. \_\_\_\_\_ Check# \_\_\_\_\_ Date Approved: \_\_\_\_\_

Plan to serve alcohol and apply for an ABC Permit – additional cleaning fees apply.

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I, the person/organization/group's representative, have read the Church's *Policies & Procedures for Use of Church Facilities* and agree to be present during the time of use. I also agree to abide by and enforce the rules stated therein. If I am not a member of the parish, I acknowledge my responsibility for ensuring that a contact person from the parish, if required, is also present during the time of use. I further acknowledge, pursuant to authority granted to me, that the organization/group agrees to be responsible for any damages arising from the use of the facilities. I understand the Church may declare this agreement null and void if the applicant is deemed to have made any misrepresentations or presented unforeseen problems that would prohibit use of the facilities, in which case any deposit will be refunded.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Disapproved By: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Note: \_\_\_\_\_



## **Holy Name of Mary Church Facilities - Fee Schedule**

### Registered Parishioners of the Parish

Use of Church Sanctuary for a Catholic event (Wedding, Vow Renewal, Baptism):  
No Fee

Use of Hall, Kitchen and/or classrooms Fee:  
No Fee

### Suggested Donation for replacement of good used by parishioners for private events:

Number of People 1 - 100: \$30.00  
101 - 200+: \$75.00

**In lieu of a donation, you may opt to replace the used disposable items.**

Additional Cleaning Fee for events where Alcohol is served (ABC License Required): \$75.

### General Notes

#### **Reminder:**

A Certificate of Insurance or Special Event Insurance is required for all non-church ministries. Special Event Insurance is available through the diocese. The premium for this coverage is \$100, payable to the Catholic Diocese of Richmond. The application form and payment will be processed through the diocese.

**NOTE: APPLICATIONS MUST BE RECEIVED BY THE DIOCESAN OFFICE OF RISK MANAGEMENT AT LEAST 15 DAYS PRIOR TO EVENT. PLEASE DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.**

**DIOCESE OF RICHMOND - 0092  
APPLICATION FOR SPECIAL EVENTS COVERAGE**

**Coverage Limit:** \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability. Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (*see below for purchase options*). Coverage provided is per event (not per claim). **Submission of application does not bind coverage - all events are subject to approval.**

Coverage underwritten by **Nationwide Mutual Insurance Company**; Policy No. on file with C.M.G. Agency, Inc.

**Cost of Coverage: \$100 Per Event (Overnight Stays - \$130)**

**TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.**

**Name of Parish or Institution:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Street (Physical) Address (NO P.O. BOXES):** \_\_\_\_\_

**Type of Special Event** (Example: wedding reception, anniv. party, etc. If it's a **FUNDRAISER**, be specific about what is occurring):  
\_\_\_\_\_

**City/State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Lessee (Additional Insured) Information:**

Name of Sponsoring Organization or Individual Requesting Coverage  
\_\_\_\_\_

*(Please Print Lessee Name(s) or Organization)*

**Lessee (Additional Insured) Contact Person:**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Time of Event:** From \_\_\_\_\_ To \_\_\_\_\_

**Is this an overnight event?** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Approx. Number of Participants:** \_\_\_\_\_

**Is Food Being Served?** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Is Liquor Being Served?** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain **LIQUOR LIABILITY** coverage by separate application.

Does this event require the additional coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

**To receive approval notification please print e-mail(s):**

*(Please Print E-mail(s) Clearly)*  
\_\_\_\_\_  
\_\_\_\_\_

**To Note:** If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

**COVERAGE DOES NOT APPLY TO CERTAIN EVENTS AND EXPOSURES, SUCH AS, BUT NOT LIMITED TO:**

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Rap/Hip-Hop/Alternative music (non-religious bands)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- Claims related to an epidemic/pandemic

**DEFENSE COSTS FOR SEXUAL MISCONDUCT FOR OVERNIGHT EVENTS - \$100,000 LIMIT**

Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.

Do you want to apply for this coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

**ADDITIONAL CHARGES WILL APPLY FOR:**

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

**MAKE CHECK PAYABLE TO:**  
Diocese of Richmond

**RETURN WITH FORM TO:**

Catholic Diocese of Richmond  
Office of Risk Management  
Attn: Kurt Hickman, Director of Risk Management  
7800 Carousel Lane  
Richmond, VA 23294

**IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108**

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# Holy Name of Mary Catholic Church

1307 Oakwood Street  
Bedford, VA 24523

Phone: 540-586-8988      Fax: 540-587-9080  
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: \_\_\_\_\_