



## **SAINT CATHERINE OF SIENA CATHOLIC CHURCH**

520 WEST HOLDING AVENUE • WAKE FOREST • NORTH CAROLINA • 27587  
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### **Facility Usage Policies**

St. Catherine of Siena Catholic Church is a busy, vibrant faith community. In order for us to be good stewards of our shared space, we are committed to keeping them well-maintained and safe. The staff of St. Catherine of Siena is responsible for approving building usage, under the terms of the following policies which are intended to serve as rules to abide by.

#### ***Purpose***

The purpose of this policy document is to outline the requirements and procedures for the use of facilities.

#### ***Use of Facilities***

The use of St. Catherine's facilities is restricted to approved activities by the ministries of St. Catherine Catholic Church, St. Catherine Catholic School and Preschool, and Parish groups.

The order of priority is as follows: Divine Worship, Education, Outreach and Parish Life. We will process requests by priority in 4 categories:

1. Requests from the Diocese of Raleigh, Parishes and Schools (Reserved to Pastor)
2. Requests from other Catholic groups outside the Diocese (Reserved to Pastor)
3. Major Apostolates which are Divine Worship, Education, Outreach, Parish Life (Approved by Staff)
4. Community group events and private events will be considered on a case-by-case basis and by availability. All events must be appropriate to a church environment.

Requests from outside groups (non-apostolates) for the purpose of fundraising cannot be accommodated.

St. Catherine's reserves the right to refuse the use of the facilities to any person or organization and remove any person for misconduct or other reasons in the best interest of the church.

Annual meeting room planning follows a fiscal year calendar from July 1<sup>st</sup> – June 30<sup>th</sup>.

Please note: The building is closed on the following holidays and will not be available for any usage: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Martin Luther King Jr. Day, Presidents Day, Christmas Eve through New Year's Day. The month of July the building is closed to allow for maintenance.

### ***Requesting a Facility Reservation***

To request use of a room, all applicants must complete the online **Room Reservation Form** and email it to [grastelli@scswf.org](mailto:grastelli@scswf.org) or drop it by the church office. As part of the application process, you must read our Facility Use Policies and agree to them.

After submitting the **Room Reservation Form**, your request is reviewed by our reservations staff, you will receive another email within two business days advising whether or not the reservation is approved and added to our calendar. If a requested room is unavailable, your event may be booked in an alternate room or you may be asked to choose another date. If your event incurs any fees for facilities, security, or insurance costs, you will be notified at this time. Fees are due 30 days prior to the event and your event is held as tentative until all necessary fees are paid. In some cases, a refundable security deposit may also be required to secure the reservation.

Before your reservation request can be submitted to St. Catherine's Reservations, you must read and agree to the terms and policies outlined in the ***Diocesan Agreement for Use of Parish Facilities*** and ***St. Catherine's Policies for Use of Campus Facilities*** found on the church website.

While unlikely, it is important to note that unforeseen circumstances may require Parish Administration to cancel events on campus.

## St. Catherine's Policies for Use of Campus Facilities:

All persons and groups who use St. Catherine's facilities are responsible for the following:

1. **Children must always be supervised. Diocesan Safe Child Policies are to be followed at all times. No exceptions. Children who accompany adults to meetings or events must remain with the adult always. UNDER NO CIRCUMSTANCE SHOULD A CHILD BE UNACCOMPANIED IN THE HALLWAYS OR OUTDOORS WHILE PARENTS ARE PARTICIPATING IN A MEETING OR EVENT. USE OF PLAYGROUNDS AFTER SCHOOL HOURS IS PROHIBITED. PLAYGROUNDS ARE NOT RESERVABLE SPACE.**
2. Leave the facility orderly and clean. All surfaces (floor and counters) must be cleaned and free of food scraps and spills. Dry-erase or black boards must be wiped. Disposable cleaning wipes, paper towels, liquid soap, and a broom/dust pan are available in the kitchen for your use.
3. Meeting rooms are furnished to allow optimal use for our guests and are designed to meet maximum occupancy requirements. Use only the furniture in your reserved meeting room. Do not take furniture from other meeting rooms.
4. Tables and chairs rearranged by the group are to be put back in the original arrangement. Furniture diagrams are posted in every meeting room.
5. Notify Room Reservations at [grastelli@sws.org](mailto:grastelli@sws.org) or 919-570-0070 of any damages to or any spills that occurred while using the facility or if you find your meeting room in poor condition.
6. If a meeting room is left in poor condition occupants will be contacted and may be charged a cleaning fee at the discretion of the Administration.
7. For your safety, obey the occupancy numbers posted in each meeting room.
8. Limit your event to your reservation timeframe and assigned meeting room. Even if a room is empty when you arrive, there may be a group coming in before your function is finished.
9. Smoking is **not** permitted inside or outside any St. Catherine building.
10. Remove all items you brought (including food, condiments, decorations, personal items, etc.) at the end of the event.

## ***Revoking Facility Privileges***

St. Catherine reserves the right to revoke facility privileges as circumstances warrant.

**Insurance** – The Applicant will be required to read and agree to the terms outlined in the *Diocesan Agreement for Use of Parish Facilities* and *St. Catherine's Policies for Use of Campus Facilities* outlined herein that protect the Roman Catholic Diocese of Raleigh, St. Catherine of Siena Catholic Church & School, and their officials and employees. In some cases, proof of additional insurance coverage may be required.

**Hours of Use** – Guests may not occupy the facilities earlier than stated on the Reservation Request Form and are to leave at the stated end time. Meeting rooms close at 9 pm daily (No exceptions).

**Decorations** – Decorations may be desired to help with the theme of events; however, certain restrictions apply. Your decorating plans should be shared at the time of booking, and the Facilities staff will assist you with attaining your decorating needs. Nails, screws, staples and pushpins are not to be used. Painters tape, two-way tape and removable adhesive hooks are acceptable; however, guests will be responsible for any damage they cause.

**Advertising** - Publishing event/meeting information may not be done until approval by parish staff.

**Signage** – Promotional materials for ministry or community events are to be delivered to the Room Reservations office for approval and for placement in approved areas on easels. No more than two (2) promotional events will be displayed at any time. Items placed by individuals in unauthorized locations will be removed.

**Request for Ministry Displays in the Narthex** – Requests for displays/promotions in the church Narthex will be directed to Parish Administration for approval. Unauthorized items left in the Narthex will be removed.

**Ministry Fundraising** – Reservation requests for church narthex fundraising should be submitted via the Online Reservation Form. Please describe your fundraising activity in detail. Ministry fundraising must be approved by Parish Administration. When approved, administration will provide to the parish ministry leader a copy of the parish's cash handling and management policy.

**Kitchen Policy** – Kitchen usage is limited to parish ministries and includes the use of all appliances, but you must adhere carefully to all directions and reminders when using the appliance. (Please remember to turn off kitchen stove's burners and ovens!) You must arrange for a training session with Parish Administration. Procedures and usage of the facility and kitchen appliances will be covered. Limited utensils, pans, pots, appliances, coolers, etc. are available for use. Outside catering is required for all outside organizations renting space. Caterer will be responsible for bringing in all

necessary supplies and will need to arrange a meeting with the Facilities department for instructions of use of the kitchen. Kitchen must be thoroughly cleaned at the end of the event and all waste removed and disposed. Remove all items you brought including food, condiments, personal items, etc. If kitchen is not thoroughly cleaned a clean-up fee will be applied. While your willingness to donate left over food items is appreciated, we are unable to accept them.

**Gym Usage:** Individuals and or groups using the gym must respect gym rules. Please respect facility equipment. No one other than staff may adjust basketball hoops. No hanging on basketball rims or dunking. No kicking volleyballs or basketballs. Preparation for an event is the responsibility of the user and is required to be coordinated with authorized parish staff including moving basketball goals. Only non-marking rubber tipped red chairs can be used in the gym.

**Food Policy:** Individuals and or groups offering food at their event such as brown bag, pot luck, baked goods, etc. should indicate what food will be brought in when requesting use of facilities on the room request form. Each group or individual is responsible for providing their own serving ware (plates, cups, napkins, cutlery, etc.). All food, beverages, and serving ware need to be completely removed at the end of the event and all waste properly disposed. In the event food and beverages are left behind a clean-up fee of \$100 will be applied and future use of the room by specific groups may be declined.

**Alcoholic Beverage Policy -** For an event at which alcohol is served, a licensed bartender must be responsible for the oversight of serving beverages. Name must be submitted at time of room reservation. This individual will be responsible for checking identification of guests to ensure no one under age is served. St Catherine's allows our clients to provide beer, wine and champagne to their guests. Mixed drinks (liquor) or brown bagging are not permitted according to Diocesan Policy. The sale of alcohol is permitted at Parish sponsored (internal) functions. The appropriate permit from the ABC Commission must be obtained and displayed at the event. St. Catherine of Siena (and its assignees) abides by all NC and ABC alcohol laws. We reserve the right to refuse service to anyone at any point deemed necessary and to require proof of appropriate drinking age. **The sale of alcohol is not permitted at private (external) functions.**

**Weapons -** Carrying weapons and/or concealed handguns on the St. Catherine of Siena campus is strictly prohibited.

**Emergency Contact –** In the event a situation arises in which the safety of event attendees or the St. Catherine Facility is jeopardized, please call 911. When possible and safety is restored, contact our facilities staff. When incident is contained, notify parish office at 919-570-0070.

**Animal Policy –** There are no pets allowed on campus except for service animals.

## **Diocesan Agreement for Use of Parish Facilities**

This Agreement for Use of Parish Facilities is made between St. Catherine of Siena Catholic Church (Parish) and the Licensee.

Whereas, the Parish is the beneficial owner of certain property known as St. Catherine of Siena Catholic Church and School Campus ("Property"), and whereas, the Licensee has requested the use of a portion of the Property as described in the reservation request form. For and in consideration of the premises and the terms and conditions set forth herein, the Parish and Licensee do hereby agree as follows:

1. The Parish grants the Licensee permission to use St. Catherine meeting facilities on times and dates as specified by the Parish. The Licensee shall use the Facilities only for purposes described in the Facility Reservation process. The permission granted herein is restricted to the Facilities only, and all other areas of the building and grounds encompassing the Property are excluded from use.
2. During the term of Licensee's use, the Licensee shall pay the Parish the sum as specified on the Reservation Summary (if applicable). Such amount shall be payable 30 days in advance of one-time events or before the first day of each quarter during the term of Licensee's use of the Facilities.
3. The Licensee shall not make any improvements to the Facilities without prior approval of the Parish. The Parish shall have the right to make any improvements to the Property that it deems necessary or desirable without violating the terms of the agreement.
4. The Licensee shall insure that all persons using the Facilities under this license shall exercise good behavior so as not to disturb the surrounding neighborhood or cause damage to the Property.
5. The Licensee agrees to take full responsibility for the care, protection and supervision of any minor children associated with or participating in programs or events sponsored by the licensee. This responsibility is in effect at all times minors are on the Property of the Parish.
6. Release and Damages:
  - a. Licensee agrees to protect, indemnify and save harmless the Roman Catholic Diocese of Raleigh, North Carolina and the Parish and their officials and employees from and against all claims, demands and causes of action, in favor of Licensee's employees or third parties on account of personal injuries, emotional distress, illness, disease, or death or on account of property damages arising out of Licensee's use and occupancy of the Property.

- b. Licensee agrees to leave the Facilities in as good order and condition as when received by Licensee, reasonable wear and tear expected. Any damages to Property as determined by the Parish will be repaired by Parish or the Licensee and paid for in full by Licensee.
7. Licensee accepts the Facilities “as is”, acknowledges that Licensee is thoroughly familiar with the condition of the Facilities and that Parish has made no representations as to the condition of the Facilities.
8. Any special conditions on the use of the Facilities by the Licensee in addition to those stated herein are included as Exhibit “A” attached hereto if applicable.
9. Licensee shall not assign this agreement or sublet any part of the Facilities.
10. It is understood and agreed that either the Parish or Licensee shall have the right to terminate this agreement at any time by giving written notice to the other party of the termination.
11. This agreement constitutes the entire understanding of the parties.

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I hereby acknowledge that I have read and understand the terms in this **Diocesan Agreement for Use of Parish Facilities and St. Catherine’s Policies for Use of Campus Facilities.**

*My signature indicates that I agree with and will abide by the terms for scheduling an event.*

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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