

THE COMMUNITY OF THE GOOD SHEPHERD

Rules and Regulations for Use of Facilities

The primary use of The Community of the Good Shepherd's facilities is intended for the active, registered members of our parish. The physical plant has been designed to allow our people to worship, be educated and supported, and celebrate socially the significant sacramental events of their family. When our facility is not used by the parish or members, we welcome its use by parishioners of surrounding Catholic parishes, churches of other faiths, and the community.

I. SCHEDULING PRIORITIES

The following is a list of priorities which will determine the use of our facilities.

1. Parish liturgical services.
2. Official parish functions and those sponsored by parish organizations.

These are functions sponsored by the pastor and parish as part of the whole parish ministry, i.e. meetings, educational, social, pastoral events, etc.

3. Private functions for the immediate family of parishioners (registered prior to six months of the request) such as wedding receptions, anniversaries, reunions, etc.

Immediate family is defined as the parishioner, spouse, children, parents and siblings.

4. Private functions of parishioners of other Catholic parishes, especially those adjoining Good Shepherd.
5. Parish or private functions of surrounding churches of other faiths.
6. Non-profit functions of surrounding community organizations.

The parish reserves the right to refuse the use of our facilities to individuals or organizations whose philosophy or practices are hostile to Catholic doctrines or traditions.

II. OTHER POLICIES

1. All use of Good Shepherd's facilities are covered by these policies.
2. The base usage fee is for a period of one to four hours. Events must end no later than midnight.

3. A damage deposit is required. This is to repair any damage caused by the person or group using the facilities. It will be refunded after the Event Manager has determined the absence of damage. If the cost of damage exceeds deposit and is due to the negligence of the persons or groups using the facilities (or anyone hired by them, i.e. caterers, bartenders, D.J., wedding planners, florists, etc.), that person or group is held responsible for these costs.

4. Any use of our kitchen facilities for the preparation or serving of food must be provided by professional caterers only. For the quality of events held here, as well as the competent and responsible use of our kitchen, equipment, and premises, any caterers must be approved by the Director of Facilities. We reserve the right to deny our premises to those we consider unacceptable. The Director of Facilities can provide a list of several professional caterers who have catered events at Good Shepherd on numerous occasions. You are not obligated to choose your caterer from this list.

5. Nothing may be affixed to the walls, floor, ceiling, or parish equipment. No fog or smoke machines are permitted in the facility. Table decorations may be personally acquired and brought, but they must be cleared with the Director of Facilities. If candles are used, they must be enclosed in glass. Paper table coverings are available through the Director of Facilities.

6. Good Shepherd will provide an off-duty uniformed security officer (only when alcohol is served) and an Event Manager on the premises while our facilities are being used.

7. Persons or organizations using our facilities are not permitted to provide their own bartenders. Professional bartenders are required when any alcoholic beverages are served. Professional bartenders may be provided by professional caterers or obtained from the list supplied by the Director of Facilities.

8. No alcoholic beverages are to be brought and used on our premises, whether in the parking lot or building, by any individual. All alcoholic beverages (i.e. beer, wine/champagne, liquor) for use at a private party/reception will be provided by the person reserving the facility. All alcohol must be served by a professional bartender.

9. Persons or organizations using our facilities must agree to adhere to the following policies regarding the operation of the bar facility:

a). The serving of alcoholic beverages will stop thirty minutes prior to the scheduled ending time of the event. The bar will remain open until the end of the event for serving of soft drinks ONLY.

b). The person signing the Use of Premises Agreement agrees to support the efforts of the professional bartender, uniformed security officer and Good Shepherd's staff and employees in the monitoring of alcohol consumption by their invitees and/or guests.

10. Good Shepherd is a smoke-free facility. Anyone wishing to smoke will be expected to do so outdoors and use the disposal receptacles provided.

11. It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on the premises. Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto the premises.

12. All arrangements for the use of any Good Shepherd facility must be made and confirmed with the Director of Facilities.

III. FACILITY USAGE SCHEDULE

Included in the use of the Community Room are the Atrium, Kitchen, Refreshment Area, the presence of a security officer (if alcohol is served) and Event Manager.

ACTIVE-REGISTERED PARISHIONERS RECEIVE A DISCOUNT of 15% OFF THE FACILITY USAGE FEE.

FACILITY	USAGE FEE	DAMAGE DEPOSIT	CAPACITY-DANCE FLOOR AND TABLES	CAPACITY-FULL TABLE SEATING
ENTIRE COMMUNITY ROOM	\$ 1300	\$ 200	368	400
3/4 COMMUNITY ROOM	\$ 1100	\$ 200	224	240
HALF COMMUNITY ROOM	\$ 900	\$ 200	140	200
1/4 COMMUNITY ROOM	\$ 500	\$ 200	N/A	100
1/8 COMMUNITY ROOM	\$ 400	\$ 200	N/A	40
ROOM 15	\$ 400	\$ 200	N/A	20
* ATRIUM ONLY	\$ 400	\$ 200	N/A	N/A

*** Dance floor, tables and chairs setup is not available in the atrium Eff. 8/16/06**

The prices quoted for the use of our facilities are for four (4) hours. We allow preliminary time for event preparation. You will need to arrange specific times for use of the facility with the Director of Facilities. Availability of the facility may vary based on scheduled parish events. To preserve the security of the area, the reception facilities are kept locked on any date that they have been reserved for a private function. You need to arrange specific times with the Director of Facilities for access to the facility for those directly involved with decoration and preparation for your event.

SPECIAL NOTE: In order to confirm a reservation of Good Shepherd facilities you must sign and return a Use of Premises Agreement along with 20% of the facility usage fee. This 20% fee is non-refundable. You must pay the balance of the usage fee at least one month prior to the event. For information concerning fee payments contact the Director of Facilities.