



St. Ignatius of Loyola
— Catholic Church —
A People For Others

Facilities Use Policy

August 29, 2018



Signatures:

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Aug 29, 2018

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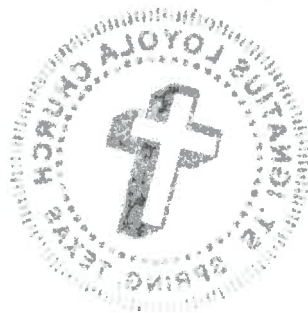
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1) PURPOSE

St. Ignatius of Loyola Catholic Church (SILCC) facilities will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of St. Ignatius of Loyola Catholic Church as listed below:

As we progress through the new millennium, we, the members of St. Ignatius of Loyola Catholic Church, are called to share our Catholic tradition and to continue Christ's mission living as "A People for Others". We are a diverse community, reflecting the rich cultural heritage of Spring, Texas, our home. Bound by the knowledge that Jesus Christ, with His love of all, is ever present in our daily lives, we openly embrace people of all ages, ethnic backgrounds and economic status, and seek union with all the people of God. We are one in Jesus Christ through our baptism and our celebration of the Eucharist, the great sacrament of our unity. We indeed are one family, one faith.

As members of this family, we are called to:

- Proclaim and witness to the Good News of Jesus Christ, the Gospel of Life
- Celebrate the liturgy, our worship and praise of God, through word and song
- Promote unity of all peoples as we acknowledge and embrace our diversity
- Serve as a beacon of Christ's light and compassion for those in need especially the poor and powerless
- Nurture our faith through worship, education, fellowship and service
- Educate our children in respect, responsibility and reverence through the teachings of our Catholic tradition
- Defend the sanctity of human life and preserve family life within society
- Share our time, talent and treasure in the support of our community and the building of God's Kingdom here on earth, and
- Work tirelessly for a just and peaceful society

Each day of our lives, we are called to act with justice, to love tenderly and to walk humbly with God. As disciples of Jesus Christ, we strive to make the Kingdom of God present and real here on Earth.

2) QUALIFICATION FOR USE OF THE FACILITIES

SILCC has consciously chosen not to be in the "hall rental" business. Therefore, priority for the use of the facilities shall be given to parish staff, parishioners¹ and organized groups that are part of the ministry, organization, or sponsored activities of SILCC as follows:

a) Parish, organizations in the parish or approved by the parish:

These facilities are used the majority of the time by activities and events that are directly sponsored by the Parish (e.g. Faith Formation, various committee meetings, etc.). Our facilities

¹ For the purposes of this policy only, a parishioner is one who has been registered for at least six (6) months, and who makes regular contributions (has donated at least once in each of the last 2 quarters) by use of the weekly envelope, Faith Direct or by personal check.

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are also frequently used by organizations formally connected with the Parish (e.g. Knights of Columbus, Scouts, etc.). In addition, there are some non-profit groups that are approved for use of the facilities.

b) Appropriate religious functions for parishioners

SILCC attempts to accommodate parishioners who seek to use the facilities for family celebrations or special occasions.

c) All others:

Even with the high utilization by the above groups, SILCC at times is able to accommodate requests from outside organizations or other Catholics seeking to host some family celebration or occasion. Requests from either group are considered based on intended use and in line with the parish mission. Rarely will permission be given for business ventures; it will be at the discretion of the Pastor or Parish Administrator.

3) RESERVATION PROCEDURE & POLICIES

a) SCHEDULING

- i) Meetings or event scheduling shall be handled through the parish office by the Facilities Scheduler with the approval of the Parish Administrator. Office hours are 8:30am – 8:30pm Monday through Thursday, Friday 8:30am – 4:30pm, and 9:00am to 12:00pm on Saturday.
- ii) No scheduling will be permitted during Holy Week.
- iii) Requests for use of the facilities at SILCC by individuals or organizations are accepted as space permits and shall be made in writing on a Facilities Use Agreement form (either in person, mailed, via the SILCC website, or scanned Email to the Parish office) at least one (1) month prior and no greater than 12 months prior to the event. This requirement can only be waived by the Pastor or Parish Administrator.
- iv) If conflicts can be worked out by parties desiring the same space then the resolution must be communicated to the parish office prior to the scheduled event.
- v) All groups in non-sponsored events must provide a copy of a Certificate of Liability Insurance (see item “c” below).
- vi) Storage space in parish facilities may be assigned and reserved for use by parish organizations and groups as space and parish needs permit. However, the Pastor and Parish Administrator reserve the right to reassign such space as needed.
- vii) Additions, deletions, or changes to facility requests must be reported to the Parish Office as soon as possible, so the parish schedule of activities can be kept accurate, air conditioning or heat will not be set needlessly and for the convenience of maintenance and Security.

b) RESERVATION

- i) When a reservation request is made, a copy of the Facilities Use Policies and Procedures (unless one has been previously received) and a Facilities Use Agreement form shall be given or sent by SILCC to the requesting group. The event will be included in the church calendar

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after the Parish Administrator approves the request. Such approval is contingent upon receiving the security deposit (in the case of a rental), the completed and signed Facilities Use Agreement form, and Certificate of Liability Insurance (for all non-parish sponsored groups). The security deposit and these documents must be provided at least one (1) month prior to the event.

- ii) If you want a room SET-UP, you MUST draw the sketch on the Facilities Use Agreement form at the time of scheduling. If a set-up is not filled in when the form is submitted - no set-up will be presumed. If a set-up is clearly necessary and you do not fill it in when the form is submitted, the room will not be scheduled and the form will be returned to you to complete and re-submit. If you plan to be in your room prior to your event, be sure to account for this time on your Facilities Use Agreement Form; once your room is set-up for you, it is not available for other use.
- iii) Renters should allow sufficient time to obtain necessary documents from their insurers (if applicable) in order to meet this deadline.
- iv) The balance of fees is due at least two (2) weeks before the planned event.
- v) The security deposit will be refunded upon your returning the space to the same condition in which it was initially reserved. In the event of a cancellation more than one (1) month after signing the Facility Use Agreement or less than one (1) month prior to the event, whichever is more constrictive, the deposit will not be refunded.
- vi) The use of facilities may not be transferred or extended to any other person or organization without the prior written approval of the Parish Administrator.
- vii) The parish staff reserves the right to re-assign small groups who have reserved large meeting facilities into smaller meeting space as needed.

c) LIABILITY INSURANCE

There are risks associated with any activities. SILCC is not responsible for injuries to anyone participating in non-parish sponsored events held at its facilities. This includes suits and demands whatsoever in law or in equity.

- i) All non-parish sponsored events held on SILCC premises are required to have \$1,000,000 liability insurance coverage.
- ii) If the event is non-parish sponsored and a private event (i.e. the renter will not be charging admission for the event nor will the renter be using the event for commercial purposes) the renter may purchase "Special Events Coverage" from the Catholic Mutual Group arranged through the parish office for a fee which provides one million dollars (\$1,000,000) combined single limit bodily injury property damage. Contact the SILCC parish office (281-370-3401) to arrange coverage, we will process the necessary paperwork and forward it to the Archdiocese with a check to obtain the proper coverage.
- iii) If the event is non-parish sponsored and not a private event (i.e. the renter will be charging admission for the event or will be using the event for commercial purposes) or the event is non-parish sponsored and the option for "Special Events Coverage" is not taken in section 3.c.ii is not taken, a Certificate of Liability Insurance must be provided by the renter

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sponsoring the event, and it must specifically cover the reserved event, name Daniel Cardinal DiNardo, the Archdiocese of Galveston-Houston and the St. Ignatius of Loyola Catholic Church as additionally insured for up to \$1,000,000 on its general liability policy per occurrence for the dates of usage in relationship to the type of usage for claims which arise out of the renter's operations or are brought against the aforementioned entities by the renter's employees, agents, partners, guests, invitees family members, officers, volunteers, helpers, organizational members or associates and their heirs and assigns. The renter also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against Daniel Cardinal DiNardo, the Archdiocese of Galveston-Houston and the St. Ignatius of Loyola Catholic Church. It must also include liquor liability (if liquor is served at the event), bodily injury, property damage, hold harmless and indemnification clauses.

- iv) The Certificate of Liability Insurance must be provided to the parish office by the organization sponsoring the event at least one (1) month prior to the event or risk cancellation of the event inclusive of the loss of the security deposit. This provides SILCC adequate time to review the Certificate of Liability Insurance and forward it to the Office of Risk Management in the Chancery of the Archdiocese of Galveston-Houston for review, documentation and approval at least 5 days prior to the scheduled event.
- v) An Assumption of Risk, Waiver, and Release from Liability form must also be signed when non-parish sponsored or affiliated groups use SILCC facilities.

d) EVENT/MINISTRY SPONSOR

The Event Sponsor is the individual, assigned by a group or organization using parish facilities, who accepts responsibility for adhering to the policies in the Facility Use Manual and Guidelines. Ministries with more than 10 members or events spanning more than 8 hours (including set up and clean up time) require more than one Event Sponsor.

Requirements of the Event Sponsor include the following:

- at least 21- years old;
- present through the entire event, from set up through cleanup;
- responsible for and capable of abiding by guidelines established in this document and returning facilities to their original condition.

e) ACCESS/KEY MANAGEMENT

- i) Keys may be provided to the recognized leaders and representatives of the various parish-sponsored groups, organizations, councils or committees on a permanent basis.
 - (1) Users will be asked to sign a Key Receipt Form located with the Parish Administrator.
 - (2) Lost keys will be subject to assessment of a Lost Key Fee of \$100.00.
 - (3) Users with affiliations to multiple groups may only use keys for access relating to the group(s) for which the key was issued.
 - (4) Attempts at unauthorized access will result in the forfeit of key(s), as well as revocation of any and all access privileges.
 - (5) Users may not lend their key to any other person.
 - (6) Users who repeatedly lose keys may have their key privileges revoked.

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- ii) Non-parish sponsored event sponsors and users who have not been given permanent keys will be required to sign out a key at the parish office during regular business hours.
 - (1) The Pastoral Offices are staffed from 8:30 a.m. to 8:30 p.m., Monday thru Thursday, 8:30 a.m. to 4:30 p.m. Friday, and 9:00 a.m. to 12:00 p.m. on Saturday.
 - (2) Pick up KEYS at the Pastoral Offices no sooner than six (6) hours before your meeting, (during the week). RETURN THEM IMMEDIATELY AFTER LOCKING UP.
 - (3) If access is required outside regular business hours the user shall make arrangements to pick up and sign out the key during regular business hours.
- iii) Under no circumstances may any key be duplicated without the expressed written permission of the Pastor.
- iv) Signed out keys will be returned to the Parish Office immediately after the conclusion of the scheduled meeting or event.
 - (1) If the return of keys is scheduled to occur after regular business hours, the key(s) shall be dropped off into the parish KEY DROP. The KEY DROP is located to the left of the door at the Parish Offices.
 - (2) Users must notify the parish office of lost keys immediately.
 - (3) Lost keys will be subject to assessment of a lost key fee.

f) HOURS

- i) The facility will be opened for you at the time specified on your Facilities Use Agreement form. Please do not go elsewhere looking for keys, assistance with air-conditioning, or janitorial assistance prior to the appointed time.
- ii) Normal operational hours for parish facility usage are 8:30am – 10:00pm daily. Unless special permission is given, any use outside these hours must be approved by the Pastor or the Parish Administrator.
- iii) Use of the facilities will be limited to one (1) six (6) hour period ending no later than 10:00 pm.
- iv) Music must stop by 10:00pm and the facility must be vacated by 10:30pm. Failure to follow this rule may mean forfeiture of the security deposit.
- v) Parish facilities may be closed on recognized national holidays, during Mass times and Holy Days of Obligation.

g) PRE-EVENT WALK THROUGH

It is required that an appointment be made 1 week prior to the event for a walk-through to discuss set-up, floor plans, equipment usage and clarification of any of the guidelines or policy. Please call the parish office (281-370-3401) for an appointment time. This walk through must include the designated responsible person(s) and caterer if applicable. Other arrangements may be made with prior approval.

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h) SET UP AND CLEAN UP

Two (2) hours will be allotted, free of rental charge, the morning of a large event for set up. You may be able to set up the day before depending on availability. One (1) hour will be allotted, free of charge, after the event for clean up. The Facility Administrator will conduct a walk through inspection with the designated responsible person(s) to determine damage and compliance with this Facility Use Policy. Other arrangements may be made with prior approval.

i) FEE SCHEDULE

Donations to offset operational costs for the facility may be expected from users, based on a variety of criteria, including type of event, organizational relationship, event location, etc. There will be no charge for the use of worship area for parishioners' religious services (weddings, funerals, etc – please contact the Director of Liturgy), and no building use fee will be charged for parish-sponsored groups. However, there will be a rental charge to both parishioners and non-parishioners for use of the facilities for non-parish sponsored activities. There is also a refundable security deposit fee that is charged. This security deposit will be refunded in entirety, unless there is damage to the facility, the rented area is not left clean, violation of policy or late cancellation of an event.

4) INTERIOR/EXTERIOR USE GUIDELINES

Non-parish groups planning to use the facilities must meet with the Parish Administrator to finalize plans for set up and use of equipment before final permission will be granted.

SILCC reserves the right to refuse building use or cancel any Facilities Use Agreement at any time for any reason including failure to comply with the SILCC's mission and/or Facility Use Policy.

- a) No firearms or fireworks are permitted on parish property.
- b) When children are in attendance for events they must be under the control and supervision of their parents or legal guardians at all times and are not permitted to roam freely on parish property. SILCC, following the guidance of the Galveston-Houston Archdiocese requires VIRTUS trained and background-checked adults for certain activities. You will be notified if you are required to have VIRTUS training and a background check. However, we recognize that there may be times when children may be present for activities related to their involvement in non-parish sponsored or private events without VIRTUS trained or background-checked adults. In these cases, supervision should be by the parent or legal guardian and trips to areas where they may be alone with an adult (e.g. bathrooms, side or upstairs rooms, etc.) should be with a parent or legal guardian.
- c) No children under 13 allowed on the second floor of the Gonzaga Center without responsible adult supervision.
- d) The requesting individual/group is using these facilities at their own risk. SILCC assumes no liability for injuries to persons attending the event, accidents or for damages to or loss of personal property or other personal effects.
- e) Groups are restricted to only those areas of the building and grounds they have reserved.

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- f) The requesting individual/group will be held responsible for any damage that occurs to the facility during their scheduled event.
- g) There shall be no alcoholic beverages allowed in the buildings or on the grounds unless PRIOR arrangements have been made.
- h) Smoking is prohibited in all facilities.
- i) Food and beverages will not be allowed anywhere other than the kitchen areas without specific approval of the Pastor or Parish Administrator. Table clean up, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages.
- j) Any group using a room must return table and chairs and all fixtures to their original position after use.
- k) Parish equipment, tables, and chairs, etc. are available only on request and for use only on parish property.
- l) Restrooms must be kept clean. Be sure all toilets have been flushed.
- m) The kitchen can be used for meal warming or preparation. However, professional caterers are encouraged to prepare meals off premises. The refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules*.
- n) Janitorial services will be provided before and after a function. The party reserving the space, however, will be expected to pick up paper plates, napkins and other trash and garbage and place them in plastic bags provided.
- o) All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
- p) Dining or the serving of food is limited to pre-approved designated areas.
- q) There shall be no furnishing of any kind removed from a building without permission.
- r) Do not use nails, screws, tape, putty, or permanent hardware on any building walls. When hanging posters, signs, etc. from walls or windows, only use removable poster tape or painters tape.
- s) The requesting individual/group assumes responsibility for securing the parish facilities during and after the completion of an event or meeting. This includes assuring all lights are turned off as well as all doors and windows are locked securely upon departure. Please make sure no one else is in the building before leaving.
- t) Anything that would distract from the SILCC mission statement or from a Christian atmosphere is not allowed on parish property.
- u) Due to insurance concerns, no sparklers, rice, birdseed, confetti, bubbles or flower petals are allowed.
- v) Cars or trucks are restricted to only the paved areas (parking lot or driveway).
- w) Events will not be scheduled during Sunday liturgies
- x) The drilling of holes in the parking areas pavement (for tents or mooring), or any other alteration of the exterior grounds or facilities is never permitted except by special permission of the Pastor or Parish Administrator. Any approved changes must be returned to original condition following usage.
- y) Trash should be disposed of in the dumpster.

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- z) At the conclusion of an event, audio-visual equipment must be moved to a secure area, and ALL OPEN DOORS RE-LOCKED.
- aa) Violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.
- bb) SILCC reserves the right to have a representative present at any meeting/function held at SILCC.

5) EQUIPMENT FURNISHINGS, SUPPLIES

- a) Parish owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, punch bowls, coffee pots, etc.) shall not be taken from the church for any personal use.
- b) Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. A list of equipment and room capacities is available in the Parish Office. In some instances special arrangements can be made to move equipment.
- c) In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

6) GAS GRILL USE

Use of gas grills is prohibited for non-parish sponsored events.

7) KITCHEN USE

- a) All items in refrigerators and pantries are the property of SILCC and are not for general use.
- b) Provide all paper products – items in cupboards, pantries, and refrigerators are for parish sponsored events and not for general use.
- c) Dispose of all leftovers. Do not leave any items you have brought in the refrigerator. Please send home with participants or take to shelters (a list of shelters is available from the parish office). Please minimize waste.
- d) Any equipment or appliances used must be returned to its proper place.
- e) Wash all dishes, utensils, and containers, and return to storage area(s).
- f) Turn off stove and all other appliances.
- g) Clean trays in warming ovens if soiled.
- h) Clean all counters, range tops, microwaves, and other equipment.
- i) Clean sinks of all debris.
- j) Sweep and mop floor if necessary.
- k) Recycling is encouraged – please remove all recyclables to a recycling center.
- l) Remove all trash to the dumpster.
- m) Clean up of the kitchen is not included in the janitorial services; the kitchen therefore must be cleaned by the party reserving the space IMMEDIATELY AFTER USE. Turn off lights when you leave.
- n) Direct all questions on kitchen use to the Parish Administrator.

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8) GONZAGA CENTER

- a) The use of all space in the Gonzaga Center is reserved according to the parish scheduling process.
- b) Adult meetings in the Gonzaga Center are limited to those involving parents attending formation parent meetings at the same time that their children/youth are participating in formation classes. This is dependent upon available appropriate space.
- c) Preschool & Early Childhood Center:
 - i) The Preschool & EC rooms are only used for EC/Elem Formation (Elementary and Kindergarten rooms only) and daily ECC program.
 - ii) The Nursery in the Gonzaga Center is reserved specifically for the ECC program.
 - iii) All nurseries other than ECC/Formation programs will remain in the Xavier Center nursery
 - iv) The Gonzaga Center playground is reserved specifically for use by ECC program and related events
- d) The Catechesis of the Good Shepherd Atrium is used ONLY for that purpose and is not available for other ministries or groups.
- e) Youth activities taking place in the Gonzaga Center must be aware of appropriate locations depending upon the ages of the group:
 - i) K-2nd Grade children gather in the first floor classrooms only
 - ii) 3rd – High School children/youth gather in the second floor classrooms only
- f) The Youth Room on the 2nd Floor is specifically for SILCC Youth Ministry. It is not open to use by other groups.
- g) The Youth Room refrigerator is cleaned out every Friday at the end of the workday and all non-labeled items will be thrown out.
- h) Appropriate personnel will be trained to use the sound system in the 2nd floor Upper Room /youth room.
- i) The 2nd floor satellite office and adjacent green room are reserved for use by Youth Ministry staff.
- j) Storage rooms on both floors and Cabinet A in each classroom are locked and available for formation staff use only.
- k) The Scout closet on the first floor, outside of Sexton Hall is provided for the use of the Cub Scouts, Boy Scouts, American Heritage Girls, Squires, and Squirettes.
- l) Activities and games involving balls and running are not appropriate indoors and are to take place outside.
- m) For the security of all in the building, hallway, stair and room access (with keys and badges) is limited to those areas reserved through the scheduling process.
- n) Room set-ups are posted in each classroom. If the set-up is changed by a group it is to be returned to its original set-up prior to leaving the building.
- o) Scheduling in Sexton Hall needs to take into account:
 - i) ECC uses Sexton Hall as its inclement weather play space during class hours.
 - ii) ECC uses the Kitchen during class hours to bake cookies, prepare hot dogs, etc.

9) SERVING ALCOHOL

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- a) Alcohol may be consumed in moderation on parish property when sanctioned at parish sponsored functions.
- b) Alcohol may be served and consumed in moderation at certain non-parish sponsored events when highlighted and approved on the Facilities Use Agreement form.
- c) No outside alcohol or "Bring Your Own Bottle/Beverage" (BYOB) events are ever allowed on the premises. The only alcoholic beverages which may be consumed on the premises are beverages which are being served under the guidance and control of persons in charge of the event in question.
- d) If alcohol is served at an event at a SILCC facility, the following rules apply:
 - i) No self-serving of alcohol, including beer and wine. A TABC trained server, bartender or host must pour all drinks.
 - ii) Distilled spirits (hard liquor) for mixed beverages or straight consumption is never allowed (only beer and wine). Exceptions will only be made for Parish sponsored events and with the approval of the Pastor.
 - iii) The sale of any alcoholic beverage by the sponsoring organization or individual(s) in Parish facilities, either by way of cash or charging admissions, is prohibited by law unless the sponsoring organization or individual(s) secures a valid permit from the Texas Alcoholic Beverage Commission (TABC). The sponsoring organization may be able to meet their legal requirements through the use of a legally permitted caterer.
 - (1) For more information, contact the TABC or visit their website at <http://www.tabc.state.tx.us/faq/introduction.asp>.
 - (2) The sponsoring group or individual(s) must provide a copy of the valid permit to be used to the Parish Office at least two (2) weeks prior to the scheduled event so that it can be sent by the Parish to Archdiocese of Galveston-Houston Office of Legal Services in the Chancery.
 - iv) The sponsoring organization or individual(s) accepts full responsibility to ensure that no guests drink to excess. Special attention should be given to any guest who may have had too much to drink, including, but not limited to, providing:
 - (1) Alternative transportation home.
 - (2) A method to limit or stop an individual's consumption should he/she have had too much to drink.
 - (3) Notification to bartenders or those serving liquor that they should be aware of anyone drinking too heavily or appearing intoxicated.
 - v) No serving of alcoholic beverages during religious services and hours of religious education.
 - vi) No alcohol may be served to anyone under the age of 21.
 - vii) No open, unsupervised serving of alcohol at any function attended by persons under the age of 21.
 - viii) No one under the age of 21 may serve alcohol to others.
 - ix) No alcohol should be stored within the reach of children.
 - x) No alcohol may be served to anyone who is intoxicated.
 - xi) No alcohol may be consumed outside the event space.
 - xii) No Glasses, cups, beverages, or open containers may be taken out of the facility.

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- xiii) If alcohol is being served, service must end at least one hour before the end of the event, and no further alcohol should be made available to those who remain at the function. In the final hour that remains, coffee, non-alcoholic beverages, and food should be made available to guests.
- xiv) Alcohol is not allowed in the nursery, the church, or in the offices.
- xv) All those who serve alcohol at parish sponsored and non-parish sponsored events will adhere to all laws of the State of Texas, and all rules of any regulatory body having jurisdiction over the parish.
- xvi) Two (2) uniformed police officers must be present during any event with up to one hundred (100) expected attendees where alcohol is to be served. An additional officer is required for an event with expected attendance above one hundred (100) and again required for each additional one-hundred (100) attendees up to five-hundred (500) attendees. If the event is expected to have more than five-hundred (500) attendees, then once the previous requirement is met for the first five-hundred (500) attendees, only one additional officer is required per two-hundred (200) additional attendees over five-hundred (500). If the event will attract less than 50 people, the Pastor may, in his discretion, waive security requirements, otherwise, security is required. SILCC will retain the officers at the expense of the organizing group or individual(s) for a minimum of four (4) hours using the then current rate and the then current rate after the first four (4) hours.
- e) Serving of alcoholic beverages is limited to pre-approved events and designated areas.

10) NON-SMOKING POLICY

- a) SILCC is a non-smoking parish, no smoking is allowed on parish property.

11) PARKING

Parking is permitted in valid paved spaces on SILCC property only.

12) RULES OF CONDUCT AND BEHAVIOR

The group or individual(s) using the facility and their guests will be expected to conduct themselves in an orderly manner and in accordance with expectations of the SILCC Facility Use Policy.

- a) Abusive, offensive or derogatory language will not be tolerated.
- b) Advertisements or announcements may be posted in pre-approved spaces only.
- c) Volume of music will be monitored by security staff or a representative of SILCC and must not exceed the volume approved by the attendant. Failure to comply with this request will result in the early termination of the event as well as the forfeiture of the security deposit. It is required that the music stop not later than 11:30pm.
- d) There shall be no illegal drugs allowed in the buildings or on the grounds.
- e) No horseplay or fighting allowed. Any person involved in horseplay or fighting will be asked to leave the facility.
- f) No skateboarding/roller blading allowed on the premises.

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13) ASSUMPTION OF RISK, WAIVER AND RELEASE FROM LIABILITY

PLEASE READ CAREFULLY BEFORE SIGNING THIS ACKNOWLEDGEMENT, WAIVER, AND RELEASE FROM LIABILITY:

1. **RELEASE.** The undersigned releases the Roman Catholic Archbishop of Galveston-Houston, the Archdiocese of Galveston-Houston and the St. Ignatius of Loyola Catholic Church Parish and all of its officers, trustees, employees and agents in connection with any claims, causes of action, injuries, illnesses, damages, and/or cost of expenses arising out of the activities involved in _____, including, but not limited to, *(insert specific activities planned to take place or that could possibly take place during the event or retreat)*, including those claims, causes of action, injuries, illnesses, damages, and/or cost of expenses based on death, bodily injury, or property damage whether or not caused by the negligence or other fault of the parties being released.
2. **INDEMNITY AND DEFEND.** The undersigned agrees to indemnify and defend the Roman Catholic Archbishop of Galveston-Houston, the Archdiocese of Galveston-Houston and the St. Ignatius of Loyola Catholic Church, and all of its officers, trustees, employees and agents (hereinafter jointly referred to as "indemnitee") against, and hold them harmless from, any and all claims, causes of action, damages to or destruction of any property of the indemnitee or any others, injury or death that may result to the undersigned, the undersigned's child, or anyone else.
3. **REPRESENTATIVES.** The undersigned enters into this agreement for him/herself, his/her heirs, assigns and legal representatives.
4. **MEDICAL CARE:** I understand and agree that the Roman Catholic Archbishop of Galveston-Houston, the Archdiocese of Galveston-Houston and the St. Ignatius of Loyola Catholic Church does not ordinarily provide medical personnel or first aid personnel. I hereby give my consent to have an athletic trainer, a fellow participant, an adult supervisor or emergency medical personnel summoned to provide me (or my child) with medical assistance and/or treatment and agree to be financially responsible for any costs of such assistance and/or treatment. I also agree to save and hold harmless and indemnify the Roman Catholic Archbishop of Galveston-Houston, the Archdiocese of Galveston-Houston and the St. Ignatius of Loyola Catholic Church from all liability, loss, cost, claim, lawsuit, or damage, whatsoever, including injury, death, or property damage arising out of such treatment..
5. **ACKNOWLEDGEMENT.** THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS AGREEMENT AND REALIZES IT RELATES TO SURRENDERING AND RELEASING VALUABLE LEGAL RIGHTS AND DOES SO FREELY AND VOLUNTARILY. MOREOVER, THE UNDERSIGNED UNDERSTANDS THAT HIS OR HER PARTICIPATION IN _____ OR HIS OR HER CHILD'S PARTICIPATION IN _____ IS VOLUNTARY.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

St. Ignatius of Loyola Catholic Church

14) FACILITIES USE AGREEMENT FORM

Today's Date _____

FOR OFFICE USE ONLY

St. Ignatius of Loyola Catholic Church

7810 Cypresswood

Spring, TX 77379

ATTENTION: Parish Administrator

PLEASE PRINT FULL NAME AND ADDRESS

Phone (H) _____ (W) _____

Fax _____

RECEIVED _____

ENTERED _____

ORGANIZATION _____

"FOR-PROFIT" EVENT(S)? _____

FACILITY _____

(in the event of a conflict above)

2ND FACILITY CHOICE _____

DATES _____

FROM: ___/___/___ TO: ___/___/___

2ND CHOICE - DATES

FROM: ___/___/___ TO: ___/___/___

TIME FROM: _____ am/pm TO: _____ am/pm

FREQUENCY: _____

(e.g. every Tuesday, daily, alternate Fridays)

What percentage of the parking lot will be needed for your event? (5%, 25%, 50%, 75%, 100%) _____

Will the noise level of your event distract others in the building? (e.g., concert, recital, pep rally, etc.) _____
(Please be respectful and considerate of other meetings around you.)

Will Alcohol be served (if yes you will need to secure two (2) or more police officers)? _____

Will Children (under the age of 18) be present? _____

VIRTUS training and background checks may be required.

I have read, understand and agree to follow the SILCC Facility Use Policy regarding this form, reservations, use of facilities and other requirements.

(initial) _____

USER agrees to purchase "Special Events Coverage" from Catholic Mutual Group OR

Provide a "Certificate of Liability Insurance" which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence and to have the Roman Catholic Archbishop of Galveston-Houston, the Archdiocese of Galveston-Houston and the St. Ignatius of Loyola Catholic Church named as an "Additional Insured" on its general liability policy for the dates of usage in relationship to the type of usage for claims which arise out of the USER'S operations or are brought against the Roman Catholic Archbishop of Galveston-Houston, the Archdiocese of Galveston-Houston or the St. Ignatius of Loyola Catholic Church by the USER'S employees, agents, partners, guests, invitees family members, officers, volunteers, helpers, organizational members or associates and their heirs and assigns. USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the Roman Catholic Archbishop of Galveston-Houston, the Archdiocese of Galveston-Houston or the St. Ignatius of Loyola Catholic Church. Such coverage or "Certificate of Insurance" must be provided at least one (1) month in advance of the use.

St. Ignatius of Loyola Catholic Church

PLEASE SKETCH YOUR ROOM SET-UP

Signature: _____ Date: _____

Printed Name: _____

Phone Number: _____

COFFEE (how many) _____
KITCHEN _____
NUMBER of CHAIRS _____
NUMBER of TABLES _____
TRASH CANS _____

Audio/Visual Needs: (e.g. microphone,
overhead projector,
other) _____
Electrical Needs: (e.g extension cord,
other) _____

Set Up Personnel:
____ Set-up to be taken down
____ Set-up complete
____ Set-up taken down

VERY IMPORTANT

**PLEASE NOTE HERE THE TIMES YOU WILL
ACTUALLY BE IN THE FACILITY**

From: ____am/pm To: ____am/pm

St. Ignatius of Loyola Catholic Church

15) KEY RECEIPT FORM

St. Ignatius of Loyola Catholic Church Key Receipt Form

«Title» «First_Name» «Last_Name»

«Department»

Facility Keys: «Extra_Keys»

Date Issued: «Date_Received»

I, «First_Name» «Last_Name», have received the keys listed for authorized use of facilities at St. Ignatius of Loyola Catholic Church. I understand that I am not to lend my keys to any other individual, and that my keys are to be returned to the Parish Office. I also understand that there is a fee for any keys that are lost or not returned. I further understand that failure to adhere to this agreement or the requirements of the St. Ignatius of Loyola Catholic Church Facilities Use Policy may result in the immediate forfeit of key(s), as well as revocation of any and all access privileges.

[] I have received, reviewed and agree to follow the Facility Use Policy

«Title» «First_Name» «Last_Name»

Date: «mm-dd-yyyy»

Lost Key Fee: \$100.00

Record of Returned or Lost Keys				
Key	Date Returned	Date Lost	Fee Paid	Received By

St. Ignatius of Loyola Catholic Church

16) FACILITY RENTAL FEES ²– NON PARISH SPONSORED EVENTS

<u>AREA</u>	<u>PARISHIONER</u>		<u>NON-PARISHIONER</u>	
	<u>FEE*</u>	<u>DEPOSIT</u>	<u>FEE*</u>	<u>DEPOSIT</u>
Christus Center	\$6,000	\$1,000	\$8,500	\$2,550
McGivney Hall	\$3,500	\$1,000	\$6,000	\$1,800
Event exceeding 6 hours	\$500/hr		\$500/hr	
Xavier Center Room X-12	\$500	\$250	\$1,000	\$500
McGivney Hall Kitchen	\$350	\$250	\$850	\$250
Meeting Room(s)	\$25/Hr \$50 minimum	\$250	\$50/Hr \$100 minimum	\$250
Basketball Court	\$50/Hr \$100 minimum		\$75/Hr \$150 minimum	

* Fees for the Christus Center and McGivney Hall include costs for security, cleaning, event insurance, and event coordinator.

² Fees may be adjusted depending upon number of participants, event, or organization for non-parish sponsored activities. For any unlisted room or building, please contact the Parish Administrator.