

NATIVITY OF OUR LORD ROOM RESERVATION POLICIES

Philosophy Statement

Nativity Catholic Church serves parishioners through a variety of ministries, associations and organizations. Many of these groups require facility space to accommodate their meeting and events as they seek to accomplish their goal. Nativity recognizes the importance of these ministries and works to provide appropriate facility space for them.

Online Reservation

All space reservations are now submitted on Nativity's homepage, www.nativitystpaul.org. Scroll down and click on the button that says "Event Request Form." For those who do not have internet access, you can call the parish office at 651-696-5401 and they will submit the online form on your behalf. This paper policy is simply a placeholder for the online form; submitting the online form means you are agreeing to all policies herein.

Space Priorities

Church seasons and feasts, the parish worship schedule, education and parish life needs, and the school year will all be taken into consideration with all space requests. All reservations are subject to change because of other space priorities. Nativity makes no guarantees for space(s). The priority list for date and space usage has been established as follows: (1) Worship (2) Education (3) Parish ministries (4) Parish organizations (4) Community groups.

General Policies

1. Nativity is unable to hold reservations without a submitted online event request form.
2. All meetings must end in time to exit the facility no later than 8:30pm. No exceptions.
3. No requests are approved until you hear back from a staff member confirming your event or group. Do not publish an event until it is confirmed.
4. It is your responsibility to leave the facility in the exact condition in which you found it. We reserve the right to charge your organization an hourly fee for any unexpected cleanup.
5. If your group is not an official Nativity organization, we reserve the right to apply a fee for the use of our facility. The Parish Business Administrator will determine this.
6. Most reservations will not be approved on Sunday.
7. School Facilities are not available during school vacation days, i.e.: Summer, Christmas, Easter, MEA, etc.
8. Any room not listed on the event request form is not available for meetings. If you have a special request you must contact the Parish Business Administrator.
9. Groups must remain in their designated rooms and children must be under adult supervision at all times.
10. Nativity is a non-smoking facility.
11. Equipment and furniture may not be moved.
12. We reserve the right to apply a facilities fee if a custodian is needed beyond their regular work schedule.
13. It is required to notify the parish office 72 hours in advance if your event cancels and the use of the facility is not needed.

Damage (See [Indemnity Agreement](#) for more information)

1. Application holders must agree to indemnify Nativity Parish for any and all liability and damage by any person or persons attending the event.
2. Application holders must agree to pay reasonable costs for repair and/or replacement of any damage to parish property, real or personal, occurring on the premises.
3. Application holders shall assume full responsibility for an unlawful act committed during the use of the facilities.

Insurance

Non parish organizations and groups that use the parish facility for special events must provide a Certificate of Liability Insurance prior to use. Nativity of Our Lord Catholic Church must be named as an additional insured on their policy. In most cases this can be obtained through the Archdiocese and Catholic Mutual for \$110.00 by completing an application for *Special Events Coverage* and mailing it directly to Catholic Mutual Group for processing. This application can be obtained by the Parish Office and must be mailed to Catholic Mutual 20 days prior to the event.

Your signature means you have read and agree to the terms and policies, including those on any subsequent pages.

(signature required)

Policy on Groups Meeting at Nativity of Our Lord COVID-19 edition, updated March 5, 2021

In this time as the population's immunity is still in the process of strengthening, Nativity of our Lord encourages events and groups to continue meeting online when that is a viable option. In-person events that create situations in which it is difficult to adhere to official (Minnesota Department of Health) guidelines will continue to be suspended, especially those of a strictly "social nature" that are not more directly related to our sacramental/spiritual and educational/faith formation missions, as prioritized in our [parish mission statement](#). We encourage parish groups to consider their various events and only submit an online [event request form](#) for those that more strongly relate to that mission. The events must be able to meet the guidelines below. You will hear back from us if your proposal is approved.

Overarching Guidelines (based on the archdiocesan [2/22 Memo](#), the governor's [2/13 Executive Order](#), and the [MDH 2/12 Requirements](#))

- Currently, there will be a limited number of preapproved events allowed in the school due to the especially rigorous protocols needed to keep the school doors open - all potential events must submit their protocols in writing for review prior to approval.
- Worship events have no specific capacity, as long as six-foot distancing can be assured. (Cf. governor's executive order.)
- Outdoor events without food are limited to 250 people with space to maintain six-foot distancing. Masking is highly encouraged.
- Indoor events without food are limited to 250 people or 50% capacity, whichever is smaller. Households must remain masked and be capable of six-foot distancing at all times.
- Indoor or outdoor events with food are limited to 50 people or 50% capacity, whichever is smaller. Households must remain masked and be capable of six-foot distancing at all times. Food must be in pre-served, single-person containers, and preferably distributed to individual tables ahead of time. Table capacity is limited to six people. The kitchens remain closed.

Events categories (Nativity is currently allowing select static and static+ events, but not dynamic events)

- **Static** – A structured situation such as a talk or presentation. Attendees arrive, sit and listen or pray, and then depart. This would also include faith formation classes for children and youth provided all participants except the catechist face the same direction.
- **Static+** – Gathering in a larger group and then breaking into small groups. Examples include bible studies or small groups where participants are facing and talking towards each other, as well as all events held outdoors. Table capacity is limited to six people.
- **Dynamic** – An unstructured situation such as a social gathering that involves high levels of movement throughout one or more indoor spaces. Even if there is sufficient assigned seating, dynamic events involve cross-table mingling.

Planning Events

- The online Event Request Form must be submitted at least three weeks before the planned meeting. Meetings are not approved if the group is not contacted by the parish office.
- Any group that wishes to meet at Nativity will be assigned a staff person to work directly with them to be properly trained on the Preparedness Plan and understand their critical role in ensuring a healthy environment for all in attendance.
- No group travel is allowed by Nativity groups. If there is an offsite event, each person must transport himself or herself.
- As usual, all activities involving children and youth must follow the Office of Ministerial Standards and Safe Environment child-protection protocols.

COVID-19 Symptoms, Exposure, and Reporting

- All COVID-19 positive persons, those who are symptomatic, and those living with them, may not participate in programs until after they have self-quarantined as per CDC guidelines.
- At-risk persons and those with preexisting health conditions should stay home and not participate in parish activities.
- If anyone experiences symptoms of COVID-19 or tests positive following attendance at an activity, the pastor and parish office should be notified immediately.
- Attendance should be taken at all activities and maintained on file in case of the need for contact tracing by the Minnesota Department of Health. Please list full name and phone number and submit to your staff contact.

Face Coverings and Distancing (note: these requirements apply for both indoor and outdoor events, on- or off-campus)

- Face masks are required for all participants over the age of 5 during indoor activities when not actively eating or drinking.
 - The Minnesota Department of Health provides further information on this requirement and legitimate exemptions.
 - As a Nativity policy, if six feet distancing cannot be maintained, face masks are required on our campus outside.
 - Facemasks should not be worn by children under age 2, per Minnesota Executive Order 20-81 and CDC guidelines.
- A minimum of 6 feet of social distancing should be maintained during both indoor and outdoor activities.
 - Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people.
 - Physical contact between individuals should be avoided (i.e. handshakes, hugs).

Disinfecting and Cleaning

- Following each event or activity, all occupied areas must be cleaned and disinfected by the staff representative or a designated proxy upon the meeting's conclusion.
- Personal belongings (phones, writing utensils, etc.) should not be shared.
- All participants should disinfect their hands upon entering any building with provided hand sanitizer. They should wash their hands frequently with soap and water, especially before and after eating. Avoid touching eyes, nose, and mouth with unwashed hands.

_____ *(initials required)*