

RESURRECTION OF THE LORD CATHOLIC CHURCH FACILITY USE POLICY

Introduction

Through Baptism, the Faithful are called to share in Christ's ministry. We respond to this call by sharing our time, energy, and gifts in myriad ways. Our efforts are necessary to the building up of the Church and to extending her ministry in the world.

The rich diversity of parish life is reflected in the many ministries and activities that take place in its facilities, and the different groups who participate in them. There are a variety of relationships between the parish and the groups or individuals who carry out these activities in our parish facilities.

Although our facilities are not generally open to the public, we make our facilities available to approved non-parish groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. Our facilities may not be used by groups or for activities that are contrary to the Church's faith or moral teachings. The pastor or his official designee is the final decision-maker on whether a group or person is allowed to use parish facilities.

The following policy is established to assist us in fulfilling our mission as Christ's people, to guide us in being good stewards of our facilities and resources, and to ensure that the activities that take place adhere to all diocesan guidelines, as well as civil and canonical laws.

Requests for Use & Priority of Use

The pastor or his official designee must approve all uses of church facilities. Priority shall generally be given to ministries, groups, and activities of Resurrection of the Lord Catholic Church [the parish].

1. Groups or persons requesting facility use must submit a completed "Parish Facility Reservation Request and Agreement" form.
2. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the parish's rules of conduct for facility use, as stated below and as described in any additional instructions by parish staff.
3. Groups or persons from outside the parish requesting facility use must affirm that their beliefs and practices and planned use of the facilities are not contrary to the Catholic Church's faith and morals.

As events are scheduled, facility use is prioritized as follows:

1. Parish at large (e.g. funerals, faith formation, coffee & donuts/parish hospitality, Stations of the Cross, Misa de Gallo, retreats, Week of Inspiration, days of recollection, etc.).
2. Parish Ministries (Youth & Young Adults, Men's Group, Women's Group, etc.)

3. Diocesan, vicariate, and outside Catholic organizations whose activities are in keeping with the mission of the parish and may benefit the spiritual growth of our parishioners or the local community.
4. Non-profit community organizations whose mission and activities are not contrary to our Catholic faith and morals.
5. Currently registered, active, and contributing Catholic members of ROL (private use). Use for baptism or wedding receptions is limited to baptisms or weddings that take place at Resurrection of the Lord Catholic Church.

Facility Use Hours

Facilities are available between the hours of 8:00 AM and 9:00 PM. Use outside these hours requires approval of the pastor or his official designee.

Scheduling Events

Requests for facility use must be made to the Parish Office by submitting the Parish Facility Reservation and Agreement” form. The event will be placed on the parish calendar only after the pastor or his official designee has approved the event.

Building Access

Building access will be arranged at the time the event is approved.

Fees

There is no fee for using the parish facilities. However, non-parish sponsored groups (Catholic and non-profit organizations) and individual parishioners who use the Parish Hall (Room 100) and Upper Conference Room (Room 200A/B/C) must pay a \$300.00 cleaning fee, a special-event insurance coverage fee of \$95 per event (Overnight stays - \$125), and a \$500.00 refundable security deposit for any damages and incidental costs incurred. Use of the other rooms only requires the insurance coverage and security deposit. Damages and incidentals greater than the \$500.00 security deposit are the responsibility of the group or individual using the facility. Fees must be paid in full no later than 15 days prior to the event. The cleaning fee and the security deposit can be waived at the pastor’s or his official designee’s discretion.

Catering

For groups of 50 or more, we suggest using our preferred caterer as they are familiar with our facility, and can set-up, serve the meal, and clean-up for you:

- *A Catered Experience*, 94-1068 Ka Uka Blvd., Waipahu, HI 96797, ph. 676-7744
- *Elena’s*, 94-866 Moloalo Street, Waipahu, HI 96797, ph. 676-8005

Please contact them directly for services and pricing. Should you choose another caterer, they must be licensed by the State of Hawaii and they must provide us with a copy of their license.

Outside Vendors

If any outside vendor provides service on the campus, they must provide a certificate of insurance and add *Resurrection of the Lord Catholic Church* and the *Roman Catholic Church in the State of Hawaii* as additional insureds.

Facility Use Rules

1. Alcohol Policy: No alcohol may be served or consumed in parish facilities except for parish-sponsored events.
2. Smoking Policy: Our entire campus is smoke-free and smoking is not permitted anywhere on parish property.
3. The maximum number of people is as follows:
 - Parish Hall (Room 100)
 - 136 banquet set-up (17 round tables)
 - 270 lecture set-up
 - Upper Conference Room (Room 200A/B/C)
 - 120 banquet set-up (15 round tables)
 - 221 lecture set-up
 - Room 200 A/B/C (per section)
 - 24 conference set-up
 - Room 201(Pre-school)
 - 20 conference set-up
 - Room 202
 - 24 conference set-up
 - Room 203
 - 24 conference set-up
4. Groups are restricted to those areas of the facility that the group has reserved.
5. When younger children are in attendance for sponsored events, they must be under the control of their parents or adults at all times and are not permitted to roam freely on parish property.
6. Parking is available on a first-come basis.
7. Parish furnishings and equipment, such as tables and chairs, must be returned to their original place unless other arrangements were made with the parish prior to the event.
8. Food, coffee, paper products, disposable utensils, and other items in the cupboards, pantry, and refrigerator are for parish events only and not for general use.
9. Decorations are limited to table and free-standing decorations. Candles, sparklers, rice, birdseed, flower petals, glitter, confetti, or bubbles are not permitted. Nothing may be taped, nailed, or otherwise affixed to the walls, doors, partitions, or any furnishings.
10. Bounce houses are not permitted on the campus.
11. Deliveries of any flowers or equipment is limited to the date of the event and must be coordinated with the Parish Office.
12. Grilling and fire pits are not permitted on the campus.

13. Ice must be disposed of in the parking lot and not on the lawn.
14. If the kitchen is used, the following is required:
 - a. Please dispose of all leftovers. Do not leave any items you brought in the refrigerator.
 - b. All kitchen equipment or appliances used must be returned to the proper place.
 - c. Wash all dishes, utensils, and containers and return to the proper storage area.
 - d. Turn off stove and all other appliances.
 - e. Wash off counters.
 - f. Clean sinks of all debris.
 - g. Sweep floor.
 - h. Remove all trash to outside dumpsters.
15. All lights must be turned off and doors locked upon departure.
16. Noise should be respectful of our neighbors and must adhere to the City & County of Honolulu noise ordinance.
17. Any fundraising activity requires the permission of the Pastor.
18. Weapons, violent behavior, illegal activity, drugs/controlled substances, abusive or foul language, gambling, or activities contrary to our Christian faith are strictly prohibited on parish property. Any person exhibiting such behavior will be required to leave the property and the event may be terminated.

Insurance

For all non-parish sponsored events, the group or person using the facilities must obtain facility insurance coverage with Catholic Mutual in the amount of \$1,000,000. The fee for the insurance is paid directly to the parish at the time the event is approved and scheduled and no later than 15 days prior to the event.

Resurrection of the Lord Catholic Church
94-1260 Lumikula Street
Waipahu, HI 96797
808-676-4700

Approved: May 25, 2019