**Policy**

The Church of St. John the Baptist offers the use of its buildings and facilities for religious, educational, cultural and community events, provided such activities do not interfere with the scheduled parish, church, or school functions, and that they do not represent any political organizations or agendas deemed prejudicial by the Church.

**Procedures**

1. To reserve any church, school or annex space, users must complete a Reservation Form.

2. This form is submitted to the Parish Business Office for approval. School related events must have the principal’s approval signature prior to submitting to the Parish Business Office. Priority for usage is: Church, School/Religious Education and Parish groups, and then non-parish functions.

3. Only after approval will the space be reserved and the group’s name and date be logged onto the parish calendar.

4. Notice of approval will be given to the person reserving the space. The space shall not be considered reserved until approval has been given.

**Insurance**

All groups and individuals using St. John’s facilities for any type of activity outside the realm of church work and ministry must carry insurance. Examples would be outside basketball or soccer groups, fundraisers not of the church’s making, i.e. a parishioner doing a fundraiser for a neighbor whose home burned down, etc., weddings, anniversary parties, or other activities.

All church sponsored groups are covered under the church policy.

Parishioners renting for any non-parish sponsored event must show that their homeowner’s policy covers their event, listing St. John the Baptist as an additional insured. If it does not, they must purchase a policy for $110 from Catholic Mutual a minimum of 3 weeks prior to the event.

All groups not a part of St. John’s ministry and services must purchase insurance for the event they are sponsoring and renting space for. This also applies should St. John’s forego the rental cost because the group is a non-profit. St. John’s must be named as an additional insured on the policy for your event. Non-profit groups with a group insurance policy need not purchase additional insurance. They will need, as do homeowners, to show proof of coverage and to have St. John’s named as an additional insured.
TERM AND CONDITIONS

1. Use of the St. John the Baptist Catholic church facilities does not constitute endorsement by St. John the Baptist Catholic church or the Catholic Church in general to the user group’s policies or beliefs. Use groups may not use the name of St. John the Baptist Catholic church or that of the Catholic Church in general to indicate endorsement or sponsorship. St. John the Baptist Catholic Church’s name and address may be indicated for the location of the event.

2. User shall not enter other areas of the St. John the Baptist facilities beyond the assigned/rented rooms, the most convenient stairways, restrooms and halls from the entrances.

3. The Church reserves the right to revoke permission to use its facilities.

4. The user shall indemnify and hold the Church harmless from any damages arising out of injury to persons, including death, and/or damage/loss to property arising out of or in connection with the use of the facility.

5. The Church will not be liable for any loss or damages caused by the delay or cancellation of the use of the facilities, delays in service performance, equipment failures, or availability of equipment, service personnel, and supplies.

6. The Adoration Chapel and Cushen Center are unavailable for rental.

7. Commercial use of the facility is prohibited.

8. The Pastor or Business Administrator shall be the final authority in granting permission for the use of facilities.

10. Alcoholic beverages may be served in certain areas of the facilities with specific written permission from the Pastor and/or Business Administrator and upon proof of insurance coverage. No alcoholic beverages may be sold.

11. Smoking is NOT allowed in any facility or anyplace on the grounds.
BUILDING USAGE

Damage Deposit of $250.00 is due at the time of reservation.

1. Building usage policies apply to all areas.

2. Food and beverages are not allowed in the gym unless there is a meal sponsored event. Bottled water is allowed. Water spills must be cleaned up immediately.

3. Clean-Up: All floors are to be kept neat and clean. The gym floor should be swept after each usage. The mop is located on the ramp. Please throw away any trash generated by your group. Do not put trash in the recycling bins. Vacuums are available for the Gathering Place.

4. All lights must be turned off and doors locked before leaving any room or area.

5. The using group is responsible for the discipline of all participants. All groups using a facility shall provide 1 adult for every 15 minors in attendance. Children are not to be left unattended in any areas. User groups are responsible for checking on and maintaining children’s supervision.

6. A supervisor is to remain with the group during the entire time they occupy the facility and will be responsible for the group’s conformance with the established regulations. Names and phone numbers of all supervisors must be given to the Business Administrator prior to the event.

7. The parish will be reimbursed for any damage to the building and/or equipment.

8. Entry to the gym is limited to the street level door facing the parking lot. A key will be available for user groups. This key must be returned at the end of the event. To keep gym doors unlocked use the Allen wrench on the door-frame hook.

9. Lighting, heat and air conditioning will not be activated in the upper Gathering Place for any groups smaller than 30.

10. Should any damage or clean-up needs be discovered by the reserving group upon entering the facility, it is the responsibility of that group to advise St. John the Baptist staff of the condition immediately upon discovery. (A message may be left on the answering system of the parish office describing damage/clean-up needs. The system automatically records date and time of call.) If the damage/clean-up need is discovered after the rental, the responsibility will fall to the reserving party for repair, replacement, or cleaning.
SCHOOL BUILDING USAGE

1. All procedures under the sections: Reserving Space, Terms and Conditions, Regulations, Furnishings and Equipment Usage apply to the use of the school building.

2. The stage area is OFF-LIMITS to any reserving group, for any reason.

3. The Kitchen, Science Room, Computer Lab, Pre-K Room, and office areas are not available for outside use.

4. Leave the rooms in the same manner they were found. Please remember the rooms you are using will have been cleaned for the next school day.

5. If using paint, glue, etc., make sure all areas are covered to protect the floor and tables from damage. Approve activity with Parish Office before.

6. All food and drink must be kept in the cafeteria.

GYM SPORTS REGULATIONS

1. Team members must clean off street shoes before entering the basketball court area.

2. Do not use the walls for practice kicks, bounces, etc.

3. Concession food is allowed in the gym, when it is part of school sponsored intramural sports. The floor must be picked up, cleaned, and mopped, if necessary, afterward.

4. The Physical Education Teacher Office is off limits to all but the Physical Education Teacher Office. You must have written permission from the Physical Education Teacher to open or use this office.

5. In the heating season, keep all doors closed and use only ventilation fans.

ADDITIONAL REGULATIONS

1. Upon approval of a rental application, the requesting party must submit evidence of insurance three weeks prior to the event. A damage deposit of $250.00 is required and will be held until the event is over.

2. The Business Administrator will determine the need for, and will assign, a custodian and/or kitchen coordinator to render such services as deemed necessary for the operation of heat, air conditioning, lights, kitchen appliances and the unlocking/locking of rooms and buildings. Fee: $75. If additional time needed, the fees are $45.00/hour.

3. The Gathering Place has a maximum capacity of 225. The gym has a maximum capacity of 400. The cafeteria has a maximum capacity of 150.
FURNISHING AND EQUIPMENT USAGE

1. No tables or decorations are to be placed covering or obscuring either side of the Remembrance Wall in the Gathering Place.

2. Tables and chairs are not to be used as ladders as they become damaged and cause injury to the user.

3. Tables, chairs, desks and other furniture and equipment may not be moved from one room to another unless written approval has been given in advance.

4. No furniture may be moved by a group. It must remain in its original location. The maintenance staff is available to move furniture and rearrange the room layout. If these services are required, adequate notice is needed. There is a set-up/take-down fee for major changes.

5. No decorations or application of materials to the walls, ceilings or floors shall be permitted which will mar, deface, or injure these surfaces. No pins, nails, staples, glue, etc. may be applied to walls, tables or other equipment. Nothing may be used in any room that will cause permanent damage.

6. Certain tables and chairs may be borrowed from the school with a rental agreement from the Business Administrator. No furniture or equipment shall be loaned or removed from any other place on the property.

7. All electronic equipment, televisions, VCRs, microphones, sound equipment, etc. are subject to rental agreements and will have a $30.00 set-up/take-down fee for use.

8. The Church will not provide storage for property of user groups or be responsible for equipment, supplies, etc. of user groups.
GATHERING PLACE KITCHEN

1. Parish sponsored groups may use supplies (tea, coffee, creamer, sugar, napkins, placemats, name tags) stored in the kitchen area for parish functions. Parish supplies may not be used for catered affairs or rentals.

2. Dishes are rented according to the fee schedule. Dish rental allows for use of the dishwasher. Posted and published dishwasher use guidelines must be followed exactly.

3. Kitchen counters and floors are to be kept clean at all times. All items are to be returned to their proper location at the end of the function.

4. All tables are to be wiped off after functions.

5. Food is not be kept in the refrigerator after an event is over. All food must be taken with you or thrown out.

6. All counters and work surfaces in the kitchen area must be cleaned after use.

7. All towels and wash cloths used must be laundered by user and returned in good condition.

8. User groups will be responsible for mopping the kitchen floor and vacuuming the carpet after an event unless a custodian is hired.

9. Recycling is in effect. Please follow the guidelines established for recycling.

10. The Gathering Place kitchen is rented for a separate fee, as listed on the fee structure. This fee includes only the use of pots and pans, serving dishes, cutlery, utensils, dishwasher, stove, and refrigerator.

11. The Gathering Place kitchen was designed to be used as a warming kitchen only. Food must be prepared in an outside kitchen, and reheated in the Gathering Place kitchen. No cooking is to take place in the main body of the Gathering Place or kitchen.

12. If the Bunn coffee maker is used, the posted instructions must be followed exactly.

GATHERING PLACE FIREPLACE USAGE

Use of the Fireplace requires a maintenance staff person: $75.00

1. Fire will be set and maintained by authorized staff only.

2. Fireplace doors must be kept closed to avoid embers sparking onto the carpeted areas.

3. Do not empty the ashes. Maintenance staff will assume responsibility for this.
Refundable Damage Deposit
Required for GP or Kitchen Rental: $400.00
Required for Lower Level Rooms: $200.00
(This will be held in escrow until after rental)

Gathering Place Rental Fees (Upper Level Only):

Parishioners:
Small Reception (1-50), no kitchen: $75.00
Medium Reception (50-100), no kitchen: $125.00
Large Reception (100-Maximum), no kitchen: $300.00
Small Reception (1-50): $150.00
Medium Reception (50-100): $250.00
Large Reception (100-Maximum): $450.00

Non-Parishioners/Groups:
Small Reception (1-50), no kitchen: $175.00
Medium Reception (50-100), no kitchen: $225.00
Large Reception (100-Maximum), no kitchen: $400.00
Small Reception (1-50): $250.00
Medium Reception (50-100): $350.00
Large Reception (100-Maximum): $550.00
(kitchen use includes stove, oven, refrigerator, dishwasher; storage of prepared food, etc. Clean-up required by renter, including floor & counters.)

Use of kitchen facilities for 100+ persons may require a staff person present during the event: $25.00/hour

Dishes/Place-settings/Kitchen Equipment
Rental Charge for place settings:
dishes, silverware, etc: $1.50/per place

Rental for Table Cloths: $5.00/per cloth,
(Cleaning required by user; contact parish office for cleaning instructions. Renter responsible for replacement if damaged or stained.)

Use of stand alone 200 cup Coffee Urn: $10.00
(coffee not included)

Lower Level Rooms Rental $25.00/hour/room

Custodial Fee
Required for all weekend GP Rentals, $75.00
Or as determines by Business Office

Sound/Electronic/Audio-Visual Equipment $30.00 per set-up
Gymnasium/Cafeteria Rental Fees

School Gymnasium $75.00/per hour (1 1/2 hour minimum)
School Gymnasium (Parishioner) $60.00/per hour (1 1/2 hour minimum)
School Stage Not Available for Rental for Any Reason

Damage Deposit (Refundable) $400 for Gym/Cafeteria

Cafeteria Kitchen
(Available Only to Parish groups, reserved a minimum of 3 weeks in advance.)
Required Pre- and Post-Event Cleaning, done by Food Service Director $75.00

Table and Chair Rental for Use in Gym
Set up/Take down
Up to 100 $50.00
100-200 $100.00
200+ $150.00

Table/Chair Rental Use Outside the Gym (User loads/unloads)
Tables $7.00/per day per table
Chairs $.50/per day per chair

Additional Janitorial Fees
If chairs, floors, counters, etc. need cleaning after a rental $45.00/hour janitorial fees will be assessed.

All rental fees must be paid in advance of the event.

Refundable damage deposit will be returned after the event, provided no damage has occurred and no additional cleaning of the facility or rented items is required. Should damage or cleaning exceed the deposit amount, additional charges will be assessed to the renter.
Recital Fees:

Recitals
GP Fee for Recital Only $75.00

The Piano used will be the electronic Grand Piano located in the GP. This piano is not to be moved from this space.

Non-sponsored Religious Group Use

Religious groups not sponsored by St. John’s like Ultreya, 3rd Order Carmelites, etc. are asked to make a donation to help defray the cost of lights, heat, upkeep, supplies used, kitchen use, garbage removal, etc.

Retreat Events

Retreat type rentals are to be negotiated directly with the Business Administrator.

Cancellation Fee Policy

A cancellation fee of $50 will be assessed for any confirmed rental that is cancelled one week prior to the first rental date. A cancellation fee equal to 1/2 of the total rental amount will be assessed for all rentals cancelled within one week of the first scheduled rental date.

Contact Names in Case of Emergency:
(to be phoned in order of listing)
Carol Bishop 612-280-6117
Thomas Koehler 612-356-4111
Janet Richardson 952-913-3894

Key Policy

Absolutely no keys will be given out for any parish facility unless checked out through procedures in the Parish Office.
Assumption of Risk and Indemnity Agreement

St. John the Baptist Catholic Parish  Date: ____________________

680 Mill Street

Excelsior, MN 55331

Description of Activity: ______________________________________

Each undersigned person requests and is granted permission to make use of
the parish facility for the intended purpose described above.

In consideration of "permissive entry" to the facility, each of the undersigned,
their personal representatives, heirs and assigns, DO HEREBY:

1. RELEASE, DISCHARGE AND COVENANT NOT TO SUE the above
named parish and the Archdiocese/Diocese of St. Paul/Minneapolis for any
and all claims and liability arising out of strict liability or ordinary negligence
of releasee or any other user of the facility which causes the undersigned
injury, death or property damage and further agrees to hold releasee
harmless and indemnify releasee from any claim, judgment or expenses
releasee may incur by participation in the described activity.

2. UNDERSTAND that participation in the described activity involves danger
and risk of injury. The inherent danger is understood and voluntarily
assumed.

3. ACKNOWLEDGE that the undersigned are aware of equipment and
safety regulations and will comply with each regulation ASSUMING ALL
RISK for themselves and all liability to others for failure to do so. No oral
representations or inducements have been made to obtain signatures on this
agreement. If any portion of this agreement is held invalid, it is agreed that
the balance thereof, shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF
ALL CLAIMS.

I UNDERSTAND I ASSUME ALL RISK INHERENT IN THIS ACTIVITY. I
VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF
THESE PROVISIONS.

Signers:

_________________________________________________________

_________________________________________________________

Use the back for additional participants in areas, such as adult basketball
and volleyball, etc..
Additional Participants: