

## Procedures For Using The Facilities

### 1. General Expectations:

- a. Smoking is prohibited in all indoor areas. Saint Cecilia's is a smoke free facility.  
**NO PERMITTED SMOKING ON OUR PROPERTY.**
- b. All users shall practice energy conservation. All lights and electrical appliances (including exhaust fans and coffee maker burners) must be turned off after use.
- c. The total number of people in any facility at any one time shall not exceed the current fire code limit as posted.
- d. Users must always keep noise at reasonable levels. Any noise that can be heard from another facility during services in the Church or Chapel is not permitted. Noise levels should be kept below the city ordinance level at all times.
- e. Failure to follow all policies and procedures will result in the loss of use rights to the facilities.
- f. Candles must be in a fireproof container. Open flame is not permitted.
- g. Any other organization, municipality, or county organization that uses parish facilities for a meeting or function that is non-parish sponsored must show proof of insurance coverage (the insurance coverage must show Saint Cecilia Church as an "insured endorsement") or; apply for per-event insurance coverage through the Archdiocese of Dubuque (approximately \$65) or; complete a hold harmless agreement which shall be signed by an authorized representative of the group seeking application.
- h. No fog or smoke machines allowed
- i. Use of alcohol means can or bottle beer (no kegs) and wine. **NO HARD LIQUOR ALLOWED.**
- j. Any sponsored event for which rooms are reserved must have an adult present in each of those rooms when minors (under age of 18 are present). Children must be supervised at all times.
- k. Rooms are to be returned to original condition or better.
- l. All doors to storage areas are to be locked at all times. Exception is to access table storage area for table and chair set up.
- m. Only authorized staff and service technicians are authorized to access the air handling units loft area in the education Center Multi-purpose Room.
- n. Athletic equipment (basketballs etc.) is not to be used without permission. The Director of Religious Education is responsible for granting permission.
- o. Athletic closet office in Education Center Multi-purpose room is off limits at all times.
- p. Groups using the rooms need to bring their own supplies or make pre-arrangements for special needs.
- q. Archdiocesan guidelines state anyone supervising/working with children at Church, School or sanctioned groups events need to have Virtus training certification.
- r. Only rooms reserved are to be used.
- s. If outdoor activities are planned, same supervision and clean-up expectations apply as room usage.
- t. Prior to departure, perform a walk through all rooms used to include common area areas and restrooms to insure they are presentable for the next group. If you've reserved a secured room, lock the room when you leave.

**Violations to guidelines will result in revocation of the privilege to use the facilities.**

### 2. Access:

Users may gain access to the room(s) they have reserved at the beginning of the reserved time as specified when the reservation was made. Users will need keys to gain access to the

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facilities. Keys must be checked out from the Parish Office before 4:00 PM Monday-Thursday and 2PM on Friday and returned the first business day following the event.

### 3. **Decorating and Other Environmental Changes:**

Any methods of attaching materials to walls, ceilings, etc. must have the prior approval of the Business Manager or designee. No tape shall be used on the walls or ceilings. Rice, bird seed, confetti or other such materials are not allowed in the Parish facilities or on the Parish grounds. Parish custodial staff will take care of assembling any moveable walls between room areas. Users are **strictly prohibited** from operating these walls! Do NOT attach or hang items from sprinkler heads. You can purchase special clips from the hardware store to attach items to the grid on the ceiling.

### 4. **Use of Equipment and Supplies:**

Users are allowed to use any of the equipment in the rooms they reserve, including ovens, stoves, sinks, dishwashers, coffee makers, refrigerators and freezers for warming or staging food. **NO MEAL PREPARATION IS ALLOWED IN THE KITCHEN, ONLY WARMING AND STAGING OF FOOD.**

Instructions *including cleaning procedures*, for using these items are posted on or by each item. Please read all the instructions prior to using the equipment.

Users may use non-disposable items such as pots, pans, silverware, utensils and dishes if they reserve the Social Hall Kitchen. Users must clean and put back all such items prior to the end of the reserved time for the event. **Parish Organizations** (see groups 1, 3, 4, 5, & 6 on Appendix A attached) may use the disposable items in the Social Hall Kitchen including plates, paper cups, napkins and other such items found in the *unlocked* cupboards and drawers.

### 5. **Cleaning Procedures:**

Because another group may be using the space you reserved immediately following your activity, all users must leave the facilities as clean as they were when they arrived.

Please follow these guidelines as you clean:

- Inspect all facilities for cleanliness (rooms, halls, restrooms, etc.) Clean as needed. This may include wiping tables and chairs, sweeping, damp mopping or vacuuming floors; and any other spot cleaning. Cleaning supplies are available in the Custodian's Closet and in the Maintenance Room. Rooms must be put back the way they were prior to your group's usage as part of the facility cleanup.

If using the kitchen:

- Clean and shelve all dishes and put utensils back where they belong.
- Clean all surfaces, sinks, counters, etc. and return cleaning supplies to their proper place.
- Remove all refuse from the kitchen. Place in plastic bags and place bags in the dumpster located on the South side of the facility.
- **Take home** any leftover food or drink.

### 6. **Post Event Procedures:**

After the event, the Business Manager or designee, will inspect the facilities. All persons or groups using the parish facilities are responsible for the condition of the facility after their activity. The damage deposit may be withheld or only partially refunded according to the condition of the facility after use. Any charges due to damage, breakage or

additional cleaning not covered by a damage deposit will be billed to the individual who made the reservation.

The damage deposit may be picked up from the Parish office during normal business hours no sooner than twenty-four (24) hours after the event and upon return of the key. Failure to follow through with these procedures may result in the cancellation of future facility usage, fees for future usage or other appropriate consequences.

## **Which Facilities May Be Reserved?**

### **During What Hours?**

The facilities are generally for rent during facility hours (8:00 AM – 9:00PM). Some spaces are primarily intended for use by Parish Education Programs (School, Youth Ministry, and Religious Education), and are not available during School, Youth Ministry, and Religious Education hours. They are reservable at other times as stipulated below:

#### **Church/Chapel:**

The Church and Chapel may be reserved for liturgical, sacramental or other prayer activities by User Groups 1-5 (*See Appendix A attached*).

#### **North & South Social Hall:**

The Social Hall (*North and/or South*) may be reserved during facility hours (8:00 AM – Midnight). Appropriate **fees will be charged for rental to User Groups 2, 7-10**, (*See Appendix A attached*); cleaning and damage deposits will be required. This space is **not intended** for use by preschool through high school students in learning groups.

#### **Kitchen – Social Center:**

The kitchen in the Social Center may be reserved during facility hours (8:00 AM – Midnight). The kitchen's stoves and ovens, refrigerator, freezer, sinks and dishwasher are available to use for warming & serving only. **NO MEAL PREPARATION ALLOWD IN KITCHEN.** User Groups 2, 7-10, (*See Appendix A attached*) must provide their own paper products, condiments, food, drink, etc. Appropriate **fees will be charged to User's Groups 2, 7-10** (*see Appendix A attached*); a cleaning and damage deposit will be required. This space is **not intended** for use by preschool through high school students in learning groups.

#### **Saint Francis Room:**

This room may be reserved during facility hours (8:00 AM – Midnight). Appropriate **fees will be charged for rental to User Groups 7-10** (*see Appendix A attached*); cleaning and damage deposits will be required.

#### **St. Louis & St. Elizabeth Rooms:**

St Louis & St. Elizabeth Rooms may be reserved if no parish event is scheduled. Appropriate **fees will be charged to User Groups 7-8** (*see Appendix A attached*); cleaning and damage deposits will be required. **User Groups 9-10 may not reserve this space.** This space is **not intended** for use by preschool through high school students in learning groups. Youth (*Grades 7-12*) may use the Adult/Youth Room with adequate adult supervision.

#### **Conference Rooms (Rooms 531 and 533 in the Education Center):**

The Conference Room (Conference Room A and/or Conference Room B) may be reserved during non-school/non-religious education hours for meetings of adults (*i.e. Small Christian Community groups or a Parish Council Committee*). This space is **not**

**intended** for use by preschool through high school students in learning groups. Appropriate **fees will be charged for rental to User Groups 7-10** (see Appendix A attached); cleaning and damage deposits will be required.

**Multi-Purpose Room (Room 524 in the Education Center): “The Gym”**

The Multi-Purpose Room may be reserved during non-school, non-religious education hours. The space may be reserved for athletic (i.e. Young Adult Volleyball, K of C Basketball) or non-athletic (i.e. dances, receptions) purposes. Appropriate **fees will be charged for rental to User Groups 2, 7-10** (see Appendix A attached); cleaning and damage deposits will be required. This space is **not intended** for use by preschool through high school students in learning groups.

**Outdoor Grounds:**

People using St. Cecilia property will be expected to keep the grounds clean.

**Who Can Use The Facilities?**

**What Are The Priorities For Scheduling Activities?**

Qualified users of Saint Cecilia Parish Facilities are listed in Appendix A. All organizations with regularly scheduled activities should be contacted by May 15<sup>th</sup> as part of the initial setup of the Parish Calendar to confirm regular activities. All other non-routine activities should be handled on a first come, first served basis after June 1<sup>st</sup>. All qualified users will be accommodated as often as possible. The order listed in Appendix A will be followed to prioritize events when conflicts occur. Activities or groups under the same headings are considered to be of equal priority. For example; the Knights of Columbus and the Catholic Daughters of America are both listed under the heading “Parish Related Organizations” and are thus equally ranked. If a scheduling conflict arises between such activities or groups, the Business Manager and all involved groups will attempt to resolve the conflict to the satisfaction of all parties involved. In such cases the chronological order in which the events were scheduled may be considered. **It is intended that scheduled activities not be bumped or rescheduled except by funerals or other emergencies as deemed by the Pastor.** Every possibility of finding alternate accommodations within the facility will be made before a cancellation will occur.

**Scheduling A Facility:**

Users must make all reservations with the Business Manager or designee in the Parish Office during Parish Office working hours (weekdays, 8:00 AM – 4:30 PM). Users cannot make reservations more than one fiscal year (July 1 – June 30) in advance with the exception of wedding ceremonies and wedding receptions.

**Requirements for Scheduling:** Those wishing to reserve a facility must provide the Business Manager with the following items:

1. A description or name of the activity to be scheduled along with an approximate number of people who will be attending the event.
2. An “event time” (i.e. The actual event will occur from 1:00 – 3:00 PM).
3. An actual “reserved time” (for set-up, clean-up, i.e. 12:30 – 4:00 PM). Facilities must be cleaned and vacated by the end of the reserved time. This reserved time will appear in the Reservation Book. Users must vacate all facilities by the end of the agreed upon reserved time so as not to interfere with the next scheduled use. **Users in groups 2, 7-10 (see Appendix A attached) must vacate the facilities by midnight!** This includes the time necessary for clean-up prior to vacating the facility.

4. A set-up description, with the table and chair arrangement, must be turned in to the Parish Office one week in advance of the event; otherwise all setups will be completed by the user (Groups 5-10, *see Appendix A attached*). If the reservation is for the Church during a scheduled liturgy, the number of people that will need spaces reserved must be turned in to the Parish Office one week in advance. (Groups 5-10, *see Appendix A attached*).
5. A rental fee and damage deposit (*if required by your classification; see Appendix A attached*) as specified on the fee schedule (*see Appendix B attached*). All fees must be paid before the reservation can be made.
6. A signed statement of responsibilities concerning the use of the facilities and, if users intend to serve alcohol, and alcohol waiver releasing Saint Cecilia Church of responsibilities due to alcohol consumption.
7. This policy and the requirements contained herein may be waived at the discretion of the pastor.

## **Appendix A Facility Reservation Priority List**

- 1. Parish Liturgical or Sacramental Celebrations and related Parish-Sponsored Receptions or Socials.**
  - Sunday Liturgies, Holy Day Liturgies, Other Liturgies.
  - Baptisms (celebrations only).
  - Confirmation (celebrations and parish sponsored receptions).
  - First Eucharist (celebrations and parish sponsored receptions).
  - First Reconciliation (celebrations and parish sponsored receptions).
  - Funerals (liturgies and luncheons).
- 2. A. Marriages.**
  - Includes the use of New Ushers room, St. Louis & St. Elizabeth Rooms for dressing.
  - All personal items must be removed from these rooms not later than one hour after the wedding liturgy.

**B. Related receptions (*Rental fee and damage deposit required for reception reservations*).**

  - Either the Social Hall or the Multi-Purpose Room may be reserved for the reception **but not both!**
  - Weddings and receptions **cannot be bumped!**
- 3. Parish Liturgical or Sacramental Preparation:**
  - Liturgy preparation and practices.
  - Sacramental preparation sessions for children, youth and adults.
- 4. Administrative Staff/Parish/Parish Related Activities sponsored by:**
  - Pastor
  - Program Directors
  - School Principal

5. **Parish Organizations**
  - Parish Commissions, Boards, Councils & other parish groups.
  
6. **Parish Related Organizations:**
  - Catholic Daughters of America
  - Christian Family Movement
  - Disciples of Jesus and Mary
  - Knights of Columbus
  - Teams of Our Lady
  - Father Zachary Kuchin Cub Scout Pack (sponsored by K of C)
  - Other Parish related organizations may be considered
  
7. **Private Sacramental Receptions or Socials requested by registered parishioners (*Rental fee and damage deposit required; for weddings see item 2 above*).**
  - All private receptions (for Baptism, Confirmation, Eucharist, Reconciliation).
  
8. **Family, non-sacramental, celebrations and activities requested by registered parishioners (*Rental fee and damage deposit required*).**
  - Anniversaries
  - Birthdays
  - Reunions
  - Graduations
  - Youth Activities (i.e. family centered activities)
  
9. **Civic or community organizations –per use basis only – (as approved by Business Manager or designee) – *Rental fee and damage deposit may be waived.***
  - Precinct voting
  - Town or neighborhood meeting.
  - Scouting
  - Emergency Shelter
  
10. **Civic or community organizations (as approved by Business Manager or designee) – *Rental fee and damage deposit required.***
  - Sports or other banquets
  - Youth activities not elsewhere classified
  - Fund Raising Events (unless 100% of funds raised goes to parish activity)

## **Appendix B: Fee Schedules**

User fees are needed in order to ensure that we help the Parish pay utilities, purchase disposable materials and hire adequate custodial support to maintain the condition of the facilities. The Parish Council has set up the following fees for the use of parish facilities:

1. Damage deposits (\$300.00 if no alcohol is served; \$500.00 if alcohol is served).
2. Various rental fees.
3. Cleaning and repair fees (\$50.00 per hour)

# Saint Cecilia Parish Facilities Rental Agreement

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Work                      Home                      Cell

Name & Phone # of Contact Person if different than applicant: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Approximate # of people \_\_\_\_\_

**Facility**

\_\_\_\_\_ \$ \_\_\_\_ plus \_\_\_\_ Hours @ \$ \_\_\_\_ per hour = \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_ plus \_\_\_\_ Hours @ \$ \_\_\_\_ per hour = \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_ plus \_\_\_\_ Hours @ \$ \_\_\_\_ per hour = \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_ plus \_\_\_\_ Hours @ \$ \_\_\_\_ per hour = \$ \_\_\_\_\_

Time of Use \_\_\_\_\_ to \_\_\_\_\_ Total Use Fee ( ) Paid \$ \_\_\_\_\_  
 ( ) Handicapped Parking      ( ) Setup by User

**Damage Deposit (Due when rental agreement is signed)**

\$300.00 If no alcohol is being served ( )

\$500.00 If alcohol is being served ( )

( ) Paid      ( ) Refund in Full      ( ) Partially Refunded      ( ) Withheld in Full

**Statement of Responsibility  
And  
Alcohol Waiver**

I take responsibility to uphold the policies and procedures concerning the use of the facilities. (If alcohol is served) I release Saint Cecilia Church of any responsibility due to alcohol consumption.

I understand that the damage deposit is fully refundable providing that the facility is cleaned and restored to pre-use condition. I further understand that the deposit may be withheld in full or only partially refunded according to the condition of the facility after use. An hourly rate of **\$50.00** an hour will be charged for any cleaning and actual cost of repair or replacement that has to be done by the parish.

Date \_\_\_\_\_ Signature of User \_\_\_\_\_

**Facilities Use Policy  
Parishioner Fee Schedule**

Facilities Available	Capacity	Use Fee
Multipurpose Room (gym)	240	\$25 for 1-2 hours \$35 for each additional hour
Social Hall (entire)	275	\$85 for 1-2 hours \$35 for each additional hour
Social Hall (North ½)	176	\$45 for 1-2 hours \$20 for each additional hour
Social Hall (South ½)	99	\$40 for 1-2 hours \$20 for each additional hour
St. Louis Room	40	\$30 for 1-2 hours \$15 for each additional hour
St. Elizabeth Room	10	\$20 for 1-2 hours \$10 for each additional hour
St. Clare Room	20	\$20 for 1-2 hours \$10 for each additional hour
St. Francis Library	8	\$10 per hour
Parish Center Kitchen Not for meal preparation-- Warming and serving only		\$ 75 flat fee
Narthex	50	\$35 for 1-2 hours \$15 for each additional hour

**Damage/Clean-up Deposit (Due at the time of rental)**

\$300 for any and all faculties  
\$500 if alcohol is being served  
(wine & beer only-no kegs or hard liquor)

**These fees apply to the entire time you have the facility.  
This includes preparation, set-up and clean-up times.**

**Facilities Use Policy**



## Non-Parishioner Fee Schedule

Facilities Available	Capacity	Use Fee
Multipurpose Room (gym)	240	\$150 for 1-2 hours \$ 60 for each additional hour
Social Hall (entire)	275	\$150 for 1-2 hours \$ 60 for each additional hour
Social Hall (North ½)	176	\$100 for 1-2 hours \$ 35 for each additional hour
Social Hall (South ½)	99	\$75 for 1-2 hours \$30 for each additional hour
St. Louis Room	40	\$65 for 1-2 hours \$25 for each additional hour
St. Elizabeth Room	10	\$30 for 1-2 hours \$10 for each additional hour
St. Clare Room	20	\$30 for 1-2 hours \$10 for each additional hour
St. Francis Library	8	\$15 per hour
Parish Center Kitchen Not for meal preparation-- Warming and serving only		\$100 flat fee
Narthex	50	\$75 for 1-2 hours \$40 for each additional hour

**Damage/Clean-up Deposit (Due at the time of rental)**

\$300 for any and all faculties

\$500 if alcohol is being served

(wine & beer only-no kegs or hard liquor)

**These fees apply to the entire time you have the facility.  
This includes preparation, set-up and clean-up times.**