

## **Policies and Procedures to use parish facilities:**

### **Policies**

1. Priority is given to parish-sponsored activities. Any other scheduling can be done up to two (2) months in advance. Unrelated to the sacrament of marriage that is in our church, a wedding reception can be scheduled further in advance than two months yet on only a limited basis like one or two a year.
2. Non-profits that request the use of the facility must meet (1) tax-exempt requirements, (2) Fill out and sign "Use Agreement" (3) provide a copy of the group's or individual's nonprofit certificate – 501© or equivalent, (4) provide the parish with a certificate of insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence.
3. All parishioners can rent parish facilities for events like family parties, wedding anniversaries, birthdays, baptismal celebrations and alike. They cannot be used for a family Thanksgiving or Christmas party or for national holidays or holy days.
4. Groups or individuals may be required to pay for security contracted through outside source that must be verified by the parish. Pager at 206-986-6315 can reach the St. Francis of Assisi Parish contact for the King County Sheriff Department. Failure to make these arrangements will result in cancellation of the event and forfeiture of your deposit fee. The parish can waive this requirement.
5. Parish facilities may not be used for / by individual political candidates nor causes, but may be used for educational programs about political candidates or issues.
6. All required and appropriate permits for food handling, liquor or banquets, etc., must be obtained and copies furnished to Pastoral Assistant for Administration or Events Coordinator.
7. If liquor is to be served, it is strongly urged that liquor liability risk reduction measures be followed. Security may be required.
8. Parishes are allowed to use their facilities for fundraising under the following restricted conditions:
  1. A church fundraiser, held twice a year for one- or two-day duration, which benefits the church. The church invites individuals to participate in the fundraiser by the sale of arts, crafts and other items.
  2. Concerts, recitals, dinners, dances, plays and classes may be held as long as the parish sponsors the activity, and the proceeds go to the parish or a parish-designated nonprofit organization.
  3. Parish organizations cannot sponsor a fundraiser that benefits an individual parishioner.
9. A parish may not allow parishioners to use their facilities for profit-making activities, e.g., aerobic classes, dancing, private counseling sessions, catering, etc. unless the parish is the sponsor and receives all benefits. The parish cannot allow its facility equipment like chairs and tables by a parishioner for profit making activities –even if there isn't any money received.

10. Parishioners renting parish facilities are required to attain liability insurance to cover the event. Catholic Mutual provides this special coverage for \$98 per event and we recommend that parishioners use this option.

### **Holy Days:**

Christmas, Ash Wednesday, Holy Week (Holy Thursday, Good Friday, Saturday and Easter), all parish/school facilities are not available for parish/ school meetings, programs and events.

Also, the facilities are not available during the Masses on Saturdays and Sundays. Events on Saturdays must end by 4:00pm or begin at 6:30pm on Saturdays. On Sunday, they must start in the afternoon.

**Holidays:** Normally, parish/school meetings, programs, activities and/or events are not scheduled on major holidays. Facilities can be used if a staff person is present and /or security of the facility is ensured.

**Neighbors:** Our parish facilities are in a residential area. Sound bounces off our facilities and into our neighbor's homes. We have an agreement with them that the parish will ensure that loud noises from conversations or music from any activities on our property will end by 10:00pm. We expect our parishioners/non-profit groups will honor our commitment to them to be quiet after 10:00pm. And, as a general rule, all activities should be completed by 10:00pm.

### **Procedures:**

- Contact the parish office at least three weeks in advance of the selected date(s).
- Call the Parish Office and check with one of the administrative assistants or with John Eisen, Pastoral Assistant for Administration, to see if the date(s) is available. If available, then
- Fill out "Request for Use of Facilities" form that provides all the pertinent information needed to secure a facility.
- Send this form to the Parish Office.
- After the Parish Office receives this form, PAA will contact the parishioner to review the request, review user fees, signup and cleanup procedures, and any other information needed or qualification required.
- Availability of a facility may depend on the availability of the Events Coordinator who is responsible for opening and closing, may assist with setup and cleanup, provide assistance in ways needed by the person(s) renting the facilities, and ensures parish regulations are followed and the security of the facility.
- If conditions for renting are met that includes a deposit and if the parishioner wants to proceed, then person needs to fill out "Use Agreement" and secure liability insurance for the event. If the insurance is through Catholic Mutual, then the parishioner fills out the "Application for Special Events Coverage" and it costs \$98. Catholic Mutual requires at least two weeks notice to secure their coverage.

- If liquor is served, then the parishioner must secure a Banquet permit from a liquor store. An authorization letter from the parish may be needed and will be provided if requested.
- A non-profit need to provide a certificate of insurance and proof that it is a non-profit organization.