

MARY, QUEEN OF PEACE PARISH

FACILITY USE

POLICIES, PROCEDURES and FORMS

for

NON-PARISH SPONSORED EVENTS

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Index

Subject	Page
Dates & Times Available Use and Scheduling Priorities.....	3
Facility Use Fee Policy	4
Reservations/Damage Deposit	4
Archdiocesan/Neighboring Parish Events.....	4
Wedding Celebrations.....	4
Insurance Guidelines.....	5
Conditions of Use.....	5
Event Monitoring.....	5
Event Cancellation – Rescheduling.....	5
Facilities Emergencies/Conflicting Use.....	5
Use of Mary, Queen of Peace Parish Name and Symbols.....	5
Applicable Laws and Rules.....	6
Equipment Use – Liability for Loss – Removal	7
Parking.....	7
Set-up/Clean-up.....	7
Deliveries.....	7
Additional Users.....	7
Forfeiture of Use.....	7
Table 1: Facilities Available for Use.....	8
Appendix A: Facility Rental/Use Fees.....	9
Appendix B: Facility Rental/Use Agreement.....	11
Appendix C: Facility Use Check Out Form.....	12
Appendix D: Kitchen/Social Hall Use Policy/Your Special Event Check Out Form....	13-14
Appendix E: Liturgical Space Policy	15-15
Exhibit 1: Floor Plans.....	17-18

FACILITY USE POLICIES AND PROCEDURES for NON-PARISH SPONSORED EVENTS

Although Mary, Queen of Peace campus is primarily reserved for the liturgical, sacramental, educational and program use of the parish, we are proud to offer the usage of our facility to non-profit groups and to individuals for private events on a space available basis. The facilities are never available to for-profit causes, political parties or candidates for office. Our desire is to make the reservation and use of facilities as easy and as just as possible while being good stewards of this community resource. The complexities of today's world make the following policies and procedures necessary. This policy has been established in accordance with the Catholic Archdiocese of Seattle Guidelines and at the recommendation of the Pastoral Council of Mary, Queen of Peace Parish (MQP).

DATES & TIMES AVAILABLE FOR USE

Request forms and open dates for the use of facilities can be obtained by contacting the parish office at 425-391-1178, ext. 118 or email calendar@mqp.org. To reserve a room you must complete a Facility Rental/Usage Agreement, (refer to appendix A) and submit it to the parish office. No later than one week after submitting your Facilities Rental/Usage Agreement you will hear from a parish representative to clarify your request and answer questions you may have. The Parish Facility Calendar *is developed in June* of each year. On July 1st of the current fiscal year, facility usage requests are open to non-profit groups and individuals for the fiscal year (July 1 thru June 30). Special reservations (ex. weddings/receptions) can be taken *prior to one year in advance*, however the reserving party should confirm the reservation with the parish office 12 months in advance of their requested date. Facilities are available to non-parish groups and to individuals on a "first to request" basis and are subject to availability of dates and final approval by the Parish Administrator. To comply with local noise ordinance events must conclude by 10:00 PM unless special arrangements have been made. Regular usage would include up to 8 hours of usage including set-up and clean-up time prior to 10:00 PM.

MQP reserves the right to refuse usage of its facilities to any and all parties that are in conflict with our practices, policies or at the discretion of the pastor.

SCHEDULING PRIORITIES

MQP attempts to make its facilities available to the widest possible number of non-profit and community, educational and cultural events as is possible. The scheduling *priorities referenced below indicate certain groups, but are not representative of all groups, functions or activities*. Scheduling will be completed with an understanding that open communication and a spirit of flexibility is necessary to produce the desired results. The Parish Administrator will mediate all unresolved conflicts. Parish groups, non-profit organizations and individuals will be given the necessary assistance by scheduling personnel to make their experience of utilizing the MQP Facilities as simple as possible.

Priority Level of Scheduling

1. MQP - Liturgical/Sacramental/Prayer Uses
2. MQP – Educational Programs, Council, Commission, Committee Meetings and Program Functions
3. Mary, Queen of Peace Parish Programs-Social Functions.
4. Other Organizations and Service Groups and Archdiocese of Seattle -Liturgical and Business Functions
5. Non-parish Non-profit Group/Individual(s)-All Activities
 - A. Parishioner Related Events
 - B. Non Profit Groups Educational/Cultural Events
 - C. Non Profit Groups Fundraising or Social Events
 - D. Community Events

- Exceptions to *these priority levels require the approval* of the Parish Administrator.
- Note that room uses are restricted as listed in Table 1, page 8. See the *Facilities Available for Usage Comments/Limitations field for usage restrictions*.

FACILITIES USE FEES

MQP attempts to cover the costs of making its facilities available for usage in our community by collecting fees and deposits prior to a scheduled event. Fees are not usually collected for parish-sponsored events. Fees are collected for all private events, *including but not limited to* such events as weddings, baptismal and anniversary receptions, class reunions, etc. Fees are also collected from non-profit organizations and for community events not sponsored by MQP. For certain community and non-profit events, the Parish may choose to waive fees as a community outreach service. **Requests to waive or reduce fees must be submitted by the non-profit and community event organizers in writing addressed to the Parish Administrator at the time of reserving the appropriate facility.** Fees may be adjusted for groups using the facility on a regular basis and who have a good record of clean up and damage control. Additional fees will be assessed for events lasting after hours or on holidays to cover the overtime costs necessary for custodian services and event monitoring. All fees are requested to be paid in full prior to the event. If necessary, additional damage fees *as determined by Facilities Supervisor/Parish Administrator* may be assessed after the event *and, if greater than the amount of the damage deposit, the balance is due within ten working days after the event.*

See Appendix A for a Schedule of Facility Use Fees

Reservation/Damage Deposit

A reservation/damage deposit equal to **50% of the usage fee is required at the time the event date is confirmed.** This deposit is collected in addition to the usage fee and is refundable on a conditional basis. If for some emergency MQP cancels the reservation up to and including the day of the event, the fee is refundable in full. Because of the heavy demand for usage of MQP facilities, if a scheduled user cancels, for any reason, within 30 days of and after confirmation of the event date has been given by MQP, the reservation fee is non-refundable. The ability to reschedule an event is based on availability of the facilities.

A facilities walk-through will occur with the Facility Supervisor/Parish Administrator (or designee) approximately one week prior to the scheduled event to clarify the needs and expectations of all parties. Applicable usage fees must be paid in full at this time.

At the conclusion of the event, any damage, clean up and/or overtime charges will be deducted from the deposit. The entire deposit is available for return if the post-event walk-through is satisfactory to MQP; (Refer to Appendix C, Facility Rental Check Out form). Deposit refunds (if applicable) will be issued within *ten working days following* the event. Any charges beyond the reservation/damage deposit are the responsibility of the reserving party and will be billed within *ten working days after* the event.

Archdiocesan/Neighboring Parish Events

The Archdiocese of Seattle and neighboring *ecumenical* parish groups associated with MQP may use facilities free of charge for events where no admission or registration fees are charged and where MQP Parishioners are involved. However, a donation, depending upon the facility used, is suggested to help cover utility, custodian and “wear and tear” costs. All other conditions and procedures apply to these events.

Wedding Celebrations

Before any wedding is scheduled there must be a meeting with a MQP priest. After this meeting, weddings are scheduled through the MQP Wedding Coordinator. Regular times for weddings include Monday and Tuesday by special arrangement, Wednesday through Friday all times are generally available, Saturdays, Wedding with a Mass – no later than 1:30 p.m., Wedding only – no later than 2:00 p.m., Wedding performed by a deacon – no later than 3:00 p.m., a Wedding may be incorporated in the regular 5:00 p.m. Saturday Mass, Sunday Weddings may be incorporated in the regular Sunday Mass schedule. Refer to Appendix E, for policy on usage of Liturgical Space. On Friday evenings the Church Narthex is available for an extended reception. The social hall and kitchen are available under the conditions described above following any of these times. Please refer to Appendix D, for usage of kitchen/social hall.

INSURANCE GUIDELINES

Catholic Mutual, insurance provider for the Archdiocese of Seattle and MQP, has established the following guidelines. These guidelines apply to all users of MQP facilities.

All non-parish sponsored facility users must provide the parish with a certificate of insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence. This certificate of insurance must name Mary, Queen of Peace AND the Archdiocese (“Corporation of the Catholic Archbishop of Seattle”) as an “additional insured. It is not adequate to obtain a certificate of insurance which names the parish and the archdiocese as a “certificate holder”. Under no circumstances should the facility be used by non-parish sponsored groups or individual parishioner without proper insurance. **If the non-parish sponsored facility user cannot obtain a certificate of liability insurance, the archdiocese and parish may extend its liability coverage through the non-parish sponsored user’s purchase of Special Event Insurance from Catholic Mutual.** The cost for Special Events coverage is available for a fee per application/event and provides \$1,000,000 liability coverage and \$5,000 medical payments coverage for the non-parish sponsored facility user. A special event insurance application must be completed with the applicable fee paid to MQP or it may be included with deposit check. **This coverage must be obtained at least 15 working days in advance of the event.** Contact Parish Office 425.391.1178, or website www.mqp.org /parish office/parish policies for special event insurance application.

CONDITIONS OF USE

Event Monitoring

A MQP representative, usually a staff member from the maintenance department, will monitor all events. This ensures that the event organizers have access to needed information and/or equipment and ensures MQP that the facility is left in good condition for the next user group.

It is the responsibility of the user to maintain supervision of the premises and assure that all participants are kept within the authorized usage area. The user group or individual is in charge of and responsible for the actions of all participants while on the premises, before, during, and after the usage.

Event cancellation – Rescheduling

MQP reserves the right to cancel, or reschedule any event should an emergency arise affecting the facilities, including but not limited to inclement weather events. This would only happen in extreme circumstances. Every attempt will be made to give as much advance notice as possible to the scheduled user.

Any event scheduled for the Church, Chapel or Narthex during the times usually held for funeral arrangements will be required to relocate or reschedule if the need for a funeral arises. Out of respect for the bereaved family, the Church and Narthex will be made available for the duration of all funeral related events. It is the responsibility of the affected scheduled user to notify the participants regarding the canceled or relocated event. The parish office will post signs noting the cancellation on the day of the event.

In case of facility emergencies or of conflicting uses (such as funerals) every effort will be made to offer an alternate location and/or time for the originally scheduled event; however this may not always be possible. In the case of an event cancellation with the above circumstances, any and all fees collected for the scheduled usage will be fully refundable or applied to a rescheduled date. *In any event, MQP will not be held responsible for such cancellation or proposed rescheduling.*

Use of Mary, Queen of Peace Parish Name and Symbols

The names, markers, symbols, logos, mottoes or indicia of MQP shall not be used to suggest sponsorship or endorsement of any activity, without prior written approval by the Parish Administrator. The Parish may allow usage of its name for purposes of identifying the location. The scheduled user will take specific steps to prevent persons and organizations with which it deals from receiving the impression that the user is a part of, controlled by, or acting on behalf of the Parish, unless the user is a Parish sponsored and supported group. One specific

example is for the user to state in advertising the event is being held or conducted “at Mary, Queen of Peace Parish” rather than stating or implying that it is a “Mary, Queen of Peace Parish event”.

Applicable Laws and Rules

All events should conform to basic sense of decorum and values consistent with the usage of church property and basic community moral standards. The scheduled user agrees to comply with all laws, ordinances, and rules of MQP, the City of Sammamish, the State of Washington and the United States. This includes:

- **Drugs and Alcoholic Beverages Prohibition:** The usage, sale or possession on Parish premises of alcohol (without the prior written permission of the Administrator and the appropriate beverage license), controlled substances, or any drug not medically authorized is strictly prohibited. *With prior approval and appropriate alcohol beverage license only beer and wine may be served on the premises.*
- **No smoking** is allowed inside of or within 30 feet of the outer entryways to the MQP building.
- **Possession of Weapons and Explosives Prohibition:** Firearms, weapons, ammunition, fireworks, sparklers, explosives, and highly flammable materials are not allowed within the building or on the grounds.
- **Alteration and Decorations:** Unless prior written permission is received from the Parish Administrator, the scheduled user shall not be permitted to alter or decorate the Parish facility. **The user shall not drive nails, hooks, tacks, or screws into any part of the premises. Usage of tape or other adhering devices must be pre-approved in writing by the Parish Administrator/Facilities Supervisor.** Generally, all decorating must be freestanding. In no case will the facility be defaced, marred or permanently altered. Due to building motion sensors and smoke beam detector: **no helium balloons** may be used within the interior of the facility. No tapered candles may be used on dinner-tables, however, votive candles in a holder or floating candles in a vase are both acceptable for use on tables. Please refer to attached Appendix E - Liturgical Space policy regarding decorations, flowers if you are using the Church or Chapel.

Unless prior permission is received from the Parish Administrator/Facilities Supervisor, **tampering with/or removal of windows or window screens** from any part of any building is not allowed.

Tampering with the **fire system or fire fighting equipment** is not allowed. This includes blocking hallways or exit doors and tampering with any alarm system.

- **Parking in Handicapped, Service or Fire Lanes Prohibition:** Parking along roads or in the service or fire lanes on the Parish grounds is not allowed. *Fire lanes must remain clear and free of all vehicles except emergency vehicles at all times.* Handicapped parking is available only to those with the appropriate license tag or temporary designation issued by the State of Washington.
- **Gambling and Solicitation Prohibition:** Unless otherwise authorized by the State Gambling Commission and the Parish Administrator, gambling or solicitation in any form is not permitted.
- **Restriction on use of Fire or Flame:** No acts or performances will be staged in which fires or flames are involved without the prior written approval of the Parish Administrator.
- **Noise Limitations:** *All users should keep the noise associated with their event at a level that is respectful of parish neighbors as well as other events happening at the same time in the parish. City of Sammamish noise ordinance require events to be wrapped up no later than 10AM.*
- **Responsibility for Cost of Damage Repair:** The cost to repair any damage caused by the user or their guests will be charged to the user.

Equipment Use – Liability for Loss – Removal

No equipment or furnishing belonging to MQP is to be **removed** from any facility at any time. **No loans of equipment** are made. Some equipment is available for usage upon request in the appropriate facility. Additional fees may be collected to cover the costs of servicing this equipment.

MQP is not responsible for lost, stolen or damaged items belonging to a scheduled event, *including but not limited to items belonging to any participant attending such event.*

Parking

All scheduled users are expected to do their best to limit the impact of event parking on the surrounding residential neighborhood by providing appropriate maps or directions and by encouraging event attendees to car pool and park in designated parking areas. The facility user may be required to provide or pay for parking attendants if the event could significantly impact the surrounding neighborhood. No parking fees shall be charged to scheduled users. If overflow parking is needed, users should contact Skyline High School at 425-837-7700 directly to make arrangements. Parking in designated Fire Lanes [designated by signage and/or painted curbs] is strictly prohibited. Failure to comply with this restriction may result in towing of the vehicles in violation.

Set-up/Clean-up

The user of facility is responsible for all set-ups and clean-up. A facility representative will monitor clean-up. If needed, a cleaning service may be provided for an additional fee, if arranged in advance with the Parish Administrator/Facilities Supervisor. All trash or recyclables must be disposed of in appropriate outdoor receptacles. Refer to Appendix C for Facility Rental Check Out form and/or Appendix D (page 14) for Kitchen/Social Hall usage form.

Deliveries

Whenever a function requires delivery of goods to the parish facility, the person or group hosting the activity must have a representative present to receive and secure the goods. The parish cannot accept responsibility for receiving, storing or securing goods. Delivery time and building access must be prearranged *with Parish Administrator/Facility Supervisor* so as not to conflict with other scheduled uses. If additional storage space is needed, please include this *request and the amount of time that storage space is needed* on your reservation form.

Additional Users

The users of facilities at MQP understand and agree that during the term of their usage other events may be held in other parts of the described facilities. The user shall conduct its activities so as not to interfere with other events. It is also understood and agreed that neither MQP nor other user groups will hold parking facilities for the exclusive use of one group. Parking is on a first come, first serve basis.

No contract or agreements may be entered into by the scheduled user, which would lead to or imply a “sub-usage” agreement with another group or individual.

Forfeiture of Use

Failure to comply with any of the above *implied or stated* conditions; policies and guidelines will result in the immediate loss of the usage of all facilities, forfeiture of any and all facility deposits and restrictions on or forfeiture of any future usage. If violations occur during an event, event organizers must rectify violations immediately or risk being asked to leave the facility. In such cases, no deposits/fees will be refunded.

Table 1:**FACILITIES AVAILABLE FOR USE** (Refer to Exhibit 1 (pages 17 & 18) for floor plan with room locations)

Room #	Type	Max. Capacity	Eating Allowed	Comments/Limitations
C103 – C105	Conference Center	210 - 300	Yes	Can be divided into 3 rooms; room capacity varies w/setup; sports floor
C103	Conference Center - Room A	70 – 100	Yes	Room capacity varies w/setup
C104	Conference Center - Room B	70 – 100	Yes	Room capacity varies w/setup
C105	Conference Center - Room C	70 – 100	Yes	Room capacity varies w/setup
S201	Social Hall	500	Yes	Banquet seating for 275, sports floor
S203	Kitchen (Full Service)		Yes	Refer to Appendix D for Kitchen Use Policy
S112, S114, S116, C125, C126, C138, C140	Meeting/Class Rooms	24 – 48	No	Two of these classrooms may hold up to 48 people.
S111 –113, S115 -117, S119 –121	Class/Meeting Rooms	48	No	Can be divided into 2 rooms of 24 max. capacity
C206	Cry/Bride's Room	20	Yes	
	Church Narthex	434	Yes	Use by Special Permission only
	Church Nave	883	No	Liturgical Events Only – Refer to Appendix E for Liturgical Space Policy
	Eucharistic Chapel	75	No	Liturgical Events Only – Refer to Appendix E for Liturgical Space Policy
S118	Library	20	No	
N145	Fr. Michael McGivney Room	75	No	Carpeted floor
N147	St. Bernard	75	Yes	Tile floor, sound system
C123, C125, C137, C139	Lower Level Center Room (dividable into 4 rooms)	100	Yes	Can be divided into 4 rooms of 25 max. capacity.
N220	Large Office Conference Room	15	Yes	
N222	Small Office Conference Room	6	Yes	
	Parking Lot	300 stalls		Capacity based on event and parking needs
	Grotto			Not available after dark

Appendix A:

Table of Facility Use Fees (Effective 9/1/2011. Fees are subject to change without notice)

Facility	Active Parishioner	Non-Profit Organization	Individuals
Social Hall & Kitchen			
Weekdays	\$300	\$500	\$1000
Friday until 9PM	400	850	1,200
Weekends	450	1000	1,500
Social Hall			
Weekdays	\$150	\$300	\$750
Friday until 9PM	300	700	950
Weekends	350	750	1200
Hourly rates: 1 hour /2 hours (Monday-Thursday)	\$45/\$75	\$65/\$100	\$150/\$225
Conference Center (C103-105)			
Weekdays	\$100	\$200	\$350
Friday until 9PM	200	400	750
Weekends	200	400	750
Class/Meeting room			
Weekdays	\$35	\$70	\$125
Friday until 9PM	85	125	225
Weekends	75	100	200
Fr. Michael McGivney Room (N145)			
Weekdays	\$50	\$100	\$175
Friday until 9PM	125	225	350
Weekends	125	225	350
Center Room			
Weekdays	\$55	\$100	\$175
Friday until 9PM	130	225	275
Weekends	125	220	250
St. Bernard (N147)			
Weekdays	\$50	\$100	\$200
Friday until 9PM	150	250	375
Weekends	125	225	350
Church Narthex			
Weekdays	\$50	\$100	\$200
Friday until 9PM	125	200	300
Saturday until 2PM	100	150	300

Additional Services and Fees:

If parish does set-up or take-down of tables/chairs/other equipment or clean-up the charge is \$35/hour.

When parish kitchen is used a parish kitchen supervisor must be on-site, their charge is \$35 per hour that the kitchen is in use. Rental fee includes use of dishes & silverware and tables & chairs. Parish tables and chair are not permitted outside the building.

Groups over 100 may be assessed a garbage fee of \$35 and group over 250 may be assessed \$75 garbage fee

If an audio visual technician is needed the additional charge is \$35/hour.

An 8 foot by 16 foot stage is available for \$75 for an event.

Notes:

- A. **Active Parishioner** is a registered parishioner who regularly participates in parish life, has a stewardship pledge of talent and treasure and barring extenuating circumstances is actively fulfilling these pledges. In recognition of their membership and gifts to the life of our community a reduced fee is provided. Those who deem themselves able are asked to consider covering the entire cost of the facility usage.
- B. **Non-profit Organizations** are those groups who offer proof of filing as a non-profit corporation with the Secretary of State and can provide an IRS 501(c)3 determination letter. These documents *must be submitted* at the time of the facility reservation.
- C. **Individuals/Non-active parishioners** can reserve the facility with fees set to fully recover the cost of the facility use.
- D. For **regularly scheduled liturgical and sacramental events** such as baptisms, weddings, anniversaries, Masses, and funerals, active parishioners are not asked for a fee for the usage of appropriate liturgical space. Often a gift to the parish is made for the occasion of the event to help cover operating costs, but in no case is a *full* facility usage fee *expected*. Private receptions held after such an event (with the exception of funeral luncheons) will be assessed an appropriate fee to help cover some of the facility costs.
- E. **Registered non-active parishioners or Catholic non-parishioners** may schedule liturgical and sacramental events only with the approval of a parish priest and will be expected to submit appropriate usage fees and deposits. The Church usage fee will be reduced for liturgical and sacramental events; all other facilities remain as stated above.
- F. Requests to reduce or waive fees must be submitted in writing at the time of reserving the appropriate facility.

Mary, Queen of Peace Facility Rental/Use Agreement

Name of Organization/Individual: _____

Representative/Contact Person: _____ Phone: _____ Cell Phone _____

Email: _____ Address: _____ City/Zip: _____

The term of this usage is for (Insert date, time or attach schedule) _____

The facility user is granted use of the following space: _____ at MQP for the purpose of _____ with _____ attending. The following Equipment is needed: _____ Tables _____ Chairs _____ Microphone _____ Stage _____ Sound System _____ # parking stalls needed _____ Other _____

_____The facility user (or) _____MQP will do: Set-Up_____ Take Down_____ Clean Up_____ (Please attach diagram of set up)

Type of Refreshments: _____ Wine/Beer: Yes/No (Need permit) Private Catering: _____ Family Catering: _____

Facility user agrees to pay MQP the following fee(s) for Facility Use: \$ _____ Set: up _____ Clean up: _____

Other fees: _____ Community Service: _____

Facility user has read and will comply with Mary, Queen of Peace Parish Facility Usage Policy and Procedures (August 2011) throughout the term of this Use agreement, including cleaning up the space after use, keeps walkways clear of debris or obstacles. Nonprofit organization will provide a copy of their 501©(3) documentation with their rental agreement.

The Facility user agrees to protect, indemnify, defend and hold harmless the Facility Owner against and from any and all claim(s) or cause of action arising out of loss, damage, or injury to persons or property resulting from any accidental, negligent or other actionable fault in connection with the Facility User's use, event, activity/activities, maintenance, or occupancy of the premises, and whether or not such loss, damage, or injury was caused by Facility User's guests, family members, volunteers, helpers, partners, vendors, associates, officers in connection with the Facility User's use, event, or activity/activities on the property of Facility Owner.

The Facility User will provide Facility Owner with general liability insurance in an aggregate amount of not less than One Million Dollars (\$1,000,000) per occurrence. The policy shall also include evidence of coverage for damages arising from molestation or abuse in the amount of not less than \$1,000,000 per occurrence for the duration in which Facility User uses Mary, Queen of Peace Parish, Sammamish property. **Facility User shall provide an acceptable certificate of such insurance that shows Mary, Queen of Peace and the Corporation of the Archbishop of Seattle as additional insured, said certificate to be attached to this agreement.** Special Event Insurance coverage may be purchased through the parish office from Catholic Mutual Group if liability insurance cannot be provided. Facility User understands that insurance coverage for their personal property is the Facility User's responsibility.

Facility User certifies that all Safe Environment obligations have been met as required by the U.S. Conference of Catholic Bishops' Charter for the Protection of Children and Young People. All individuals with ongoing unsupervised contact with minors have a cleared criminal background check; have completed safe environment child abuse prevention training and have read and agreed to follow the abuse prevention policies of the Facility User. All notices/changes to this agreement shall be done in writing and submitted to all parties.

Agreed:

Signature _____ Date _____

(Must be an official agent of Facility User)

Approved by:

Signature: _____ Date _____

Parish Administrator or Facility Supervisor

OFFICE USE ONLY:

Damage Deposit: \$ _____ Date Received: _____ User Fee: \$ _____ Date Received: _____

Additional Fees: \$ _____ Date Received: _____ Beverage Permit: _____ Noise Policy: _____

Nonprofit Declaration (501.c.3) Received: _____ Certificate of Insurance or Special Event Insurance Received: _____

Facility/Kitchen Representative Assigned: _____ Noted Parish Calendar: _____

**Mary, Queen of Peace
FACILITY USE/RENTAL CHECKOUT FORM**

The facility rented must be checked out with the Facility Representative before the organization/individual departs to determine cleanliness and/or damage.

Organization/Individual _____ Representative _____

Rental Date _____ Time _____

- Cleanliness of facility at checkout (name each facility used i.e. Church Narthex, Church Kitchen, etc. Mark "OK" or note "Cleaning required"):

Room 1 _____

Room 2 _____

Room 3 _____

Restrooms _____

Additional Rooms _____

- Accessories returned to proper place: _____

- Repairs required: _____

- General Comments (attach additional comments if necessary): _____

- Charges for minor damage and/or lack of cleaning will be deducted from damage deposit.

- Any major damage will be handled through the appropriate insurance carrier.

Signature of Organization/Individual Representative

Date

Signature of Facility Representative

Date

Kitchen/Social Hall Usage Policy

If the kitchen is to be utilized, the renting party and the caterer must meet with the Parish Kitchen Supervisor prior to the event and the Kitchen Supervisor will be on site while the kitchen is being utilized. The Kitchen Supervisor fee is \$30 per hour and is the responsibility of the facility user. This amount is in addition to the facility usage fee. An additional charge of \$35 per hour will be added to the usage fee if the kitchen/social hall floors are not cleaned per item 4 below.

Kitchen Usage: Due to potential for serious injury in the kitchen area no small children are allowed in the kitchen area.

Clean Up

1. The user of the kitchen is responsible for clean up of the kitchen area. This includes washing all dishes, pots & pans, serving pieces, etc. All counters and equipment should be wiped down. If the grill is used it should be cleaned with a brick.
2. All trash & recycling should be placed in the dumpster/recycling cans outside of the kitchen door to your left.
Groups 100 to 249 in size will be assessed a \$35 dumpster charge
Groups over 250 in size will be assessed a \$75 dumpster charge.
3. The user of the kitchen should remove all left over food from the premises.
4. The kitchen floor should be mopped with bleach water. Cleaning supplies kept in the kitchen janitorial closet.

Supplies

1. User is expected to furnish all their own paper products (napkins, cups, plates)
2. If coffee is to be served the kitchen supervisor will oversee the preparation of the coffee. Only parish supplied coffee should be used. The carafe must be cleaned out as part of the kitchen clean up.
3. If requested that parish dishes & silverware be used, there may be an assessment for each broken dish.
4. Table clothes and dishtowels should be supplied by the facility user. If parish towels are used these must be washed by the user and returned to the parish kitchen.

Equipment Usage

1. If refrigerator or freezer space will be needed, this should be discussed with the kitchen supervisor prior to the event, as it may not be available if it wasn't reserved.
2. If the grill, range or oven is to be used, instructions must be provided by the kitchen supervisor. No grease should be dumped down the kitchen drains, please put grease in a container and place in trash container.
3. If the dish sanitizer is used, instructions must be provided by the kitchen supervisor.
4. If either the warming oven or portable refrigerator is to be used, they must be reserved at the time of the reservation, as they may not be available for the event.

Social Hall: No chewing gum, helium balloons or tapered candles are permitted in the social hall. If equipment is to be brought in (ex: risers, pianos, etc.), to prevent damage to the floor, plastic covering and plywood must be placed on the floor prior to the placement of this equipment. The parish has an 8' x 16' stage available for rent at \$75/per event.

Only gaffers tape may be used to tape down microphone cables, etc. to the floor.

Set Up: If you need a special set-up for tables & chairs, set-up diagram should be submitted in writing prior to your event. There is an additional \$35 per hour fee for room set-ups.

Sound Equipment: If you are planning on using the social hall sound system for your event this and the number of microphones needed and equipment (CD player) to be plugged in must be requested at the time of the reservation. If not requested at time of reservation, a supplemental written request must be submitted. ***Note: Please be respectful of other events going on in the church and keep noise at a minimum. There is absolutely no music or noise outside the social hall during Parish Liturgies.**

Clean Up: The social hall room floor should be dust-mopped and if necessary, damp mopped. A Dust mop is kept in the closet with tables & chairs. All trash receptacles should be emptied in the dumpster, relined with plastic trash can liner and recycling bins located just outside the kitchen door. Tables & chairs should be returned to the racks and stored in the closet. An extra fee will be charge if clean up is done by Mary, Queen of Peace staff.

Athletic Events: Only **non-marking** tennis shoes may be worn. Without prior instruction by Facility Supervisor, no one except MQP maintenance staff is to move basketball hoops, wall pads, or kitchen firewall. Floor must be dust-mopped by user after each usage. If trash receptacles are used, they should be emptied in the dumpster.

**Mary, Queen of Peace Parish
PARISH KITCHEN/SOCIAL HALL CHECKOUT FORM**

Due to Safety/Liability Concerns, Parish Policy requires that before Operating any Kitchen Appliances you Must Attend a Kitchen Training Session or a Kitchen Steward must be on-site.

Due to the potential for serious injury no small children are allowed in the kitchen area.

As good stewards of our building and to prevent "small critter" infestation, the kitchen must be cleaned before your ministry/group departs. Please complete this form and tack it to the kitchen bulletin board for review by the parish staff.

Ministry/Group _____ Date: _____

Representative _____ Phone and Email Address: _____

Please put a check mark or OK if task is done, or note "cleaning required"; "broken"; etc. next to the following:

KITCHEN

_____ Dishes, pots & pans, serving pieces, silverware etc. washed and put away (wrap dishes as needed)

_____ Coffee carafes & water/juice jugs cleaned out and stored. Carafes are stored in closed.

_____ Range /oven/ warming oven/garbage disposal/fans/portable refrigerator are turned OFF

_____ Dishwasher, drained/OFF/grates cleaned/lid up

_____ Dishwasher and Range Fans/Refrigerator light/Overhead lights OFF

_____ Counters and equipment (includes range grease drip pans) wiped down

_____ Trash (including grease can)/recycling placed in dumpster/recycling bin located outside kitchen door.

_____ Perishable left over food is removed from refrigerator & counters.

_____ Sweep Kitchen floor and mop with cleaning supplies kept in kitchen janitorial closet

_____ Supplies/Accessories returned to proper place; notify office if coffee supplies needed.

_____ Dirty/Wet dishtowels taken home to be laundered or returned to caterer.

Social Hall

_____ Tables & chairs wiped down and put away

_____ Trash dumped outside and re-line trash cans.

_____ Floor swept or dust mopped; spills spot mopped

_____ Lights/Overhead Fans/Sound System turned off

Repairs/supplies required: _____

General Comments/Questions: _____

Signature of Organization/Individual Representative

Date

Signature of Parish Representative

Date

CHURCH

The Church nave is a very important and special place to our church community. We ask that you treat it with respect. Please note that approval for all permanent art and decoration in the Church is the responsibility of the Liturgy Commission; approval for all seasonal or special event decoration is the responsibility of the Art & Environment (A&E) Committee.

A. Use of the Church

1. Priority for use of the Church will always be given to parish liturgies and rehearsals for these liturgies i.e. Sunday Mass, weddings and funerals.
2. The Church can be reserved for other prayer forms on a first come, first serve basis. Reservations are taken in the spring of each year for the following year; reservations made after the normal spring sign-up are handled on a first-come/room-availability basis.
3. The Church is not to be used for group meetings, office work or parties.

B. Space

1. The Church is a place of worship, so please use it appropriately and with common sense.
2. Do not move the ambo (pulpit) from its position. Only if absolutely necessary, you may move (with care!) the presider's chair, altar and altar candles, and then return them to their original positions when you are finished. Items may not be placed on or around the altar. For ideas on placement, please consult the A&E photo album.
3. Always consider safety. For fire safety, it is especially important that you do not block interior/exterior doors or aisle ways.
4. Please keep decorations to a minimum. They should never hinder movement or visual sight. Decorations should not cover up Sacramentals i.e. the altar, baptismal font, or ambo.

C. Church Seasons – What To Expect

1. Decorations should coordinate with and enhance church seasons. Existing church banners and cross drapes shall not be removed.
2. Preparation for church each season may happen a few days before the season begins. For example, the Pentecost flame above the baptismal font and red altar cloths will be put in place the Friday morning prior to Sunday's services.
3. Seasonal colors: Ordinary time – green; Advent – violet; Christmas and Easter – white; Lent – violet/purple; Easter Triduum and Pentecost – red.

D. Decorations

1. Use of live or dried plants or flowers is advised, since God is alive and should be represented with living flowers and plants.
2. We advise your decorations be kept within the size and scale of the Church: less is better than more; large is better than small.
3. No tape of any kind on pews or walls.
4. As always, please consider safety when planning the placement of any decorations.

E. Weddings

1. When planning your wedding decorations (candles, flowers, and bows) please keep in mind the setting of our church.
2. **Candles:** If using candles other than the ones to the right of the altar, the candles must be drip-less, or else they will damage the carpet. Aisle candelabras are not permitted due to fire codes.
3. **Flowers:** A large basket set on the floor in front of the ambo works well. Greenery with bows attached to the large wooden candleholders to the right of the altar also looks very attractive. If using the large Unity Candle, a few flowers with greenery along the bottom complement it nicely. Remember that very little floral decoration is needed. **NO FLOWERS ARE PERMITTED ON THE ALTAR TABLE.**
4. **Aisle bows:** These must be attached with plastic clips, which we can provide. No pins, tacks, or tape may be used as they mar the wood of the pews.
5. **Runners:** The use of aisle runners is discouraged. Paper and plastic runners often become a hazard as women's heels poke through, often causing tripping and falling.
6. Complete guidelines for wedding planning may be found in the booklet, "A Wedding at Mary Queen of Peace," available at the church office.
7. No glitter should be used on flowers or other decorations.

F. Cleanup

1. The timely cleanup after any event is very important. Please clean up after a Sunday event no later than the following Monday unless other arrangements have been made.
2. If you have any questions regarding clean up or any policies, or need help with ideas, please contact the A&E committee chair listed on the front of the bulletin.

CHAPELS

The following policies should guide the usage of all chapel spaces. They are designed to maintain the dignity and purpose of each space.

Daily Mass Chapel

This chapel is designed to provide for small group worship, i.e. daily Mass, Liturgy of the Hours, Taize-style prayer, group Eucharistic adoration, Friday Exposition, Scripture Prayer, small weddings and funerals, etc.

A. Chapel Use

1. Priority use of the chapel will be given to the above-mentioned liturgies.
2. The Chapel can be reserved for other prayer forms on a first-come, first serve basis. Reservations are taken in the spring of each year for the following year; reservations made after the normal spring sign-up are handled on a first-come/room-availability basis.
3. The Chapel is not to be used for group meetings, office work, or parties.

B. Environment and Art

1. While designed with an altar and an ambo, these fixtures are movable for different prayer forms.
2. An Icon wall will display religious art for seasonal or permanent display.
3. No permanent art or decorations should be added without the permission of the Liturgy Commission; no seasonal or special event decoration should be added without the permission of the A&E Committee.

Blessed Sacrament Chapel

The Blessed Sacrament Chapel is a place for reservation of the Eucharist for communion to the homebound, and is a place of private prayer and adoration.

A. Chapel Use

1. This Chapel is to be a place of quiet, where people can come to sit in silence in the presence of the Lord.
2. Only individual, private prayer should be said here. Spoken words distract from the need for quiet for all who come for silent meditation.

B. Environment and Art

1. The Chapel consists of the Tabernacle, eight chairs, kneelers and Candle.
2. No permanent art or decorations should be added without the permission of the Liturgy Commission; no seasonal or special event decoration should be added without the permission of the A&E Committee.

Reconciliation Chapel

The Reconciliation Chapel is used for the Celebration of Rite I of the Sacrament of Penance. It may also be used for individual prayer for healing.

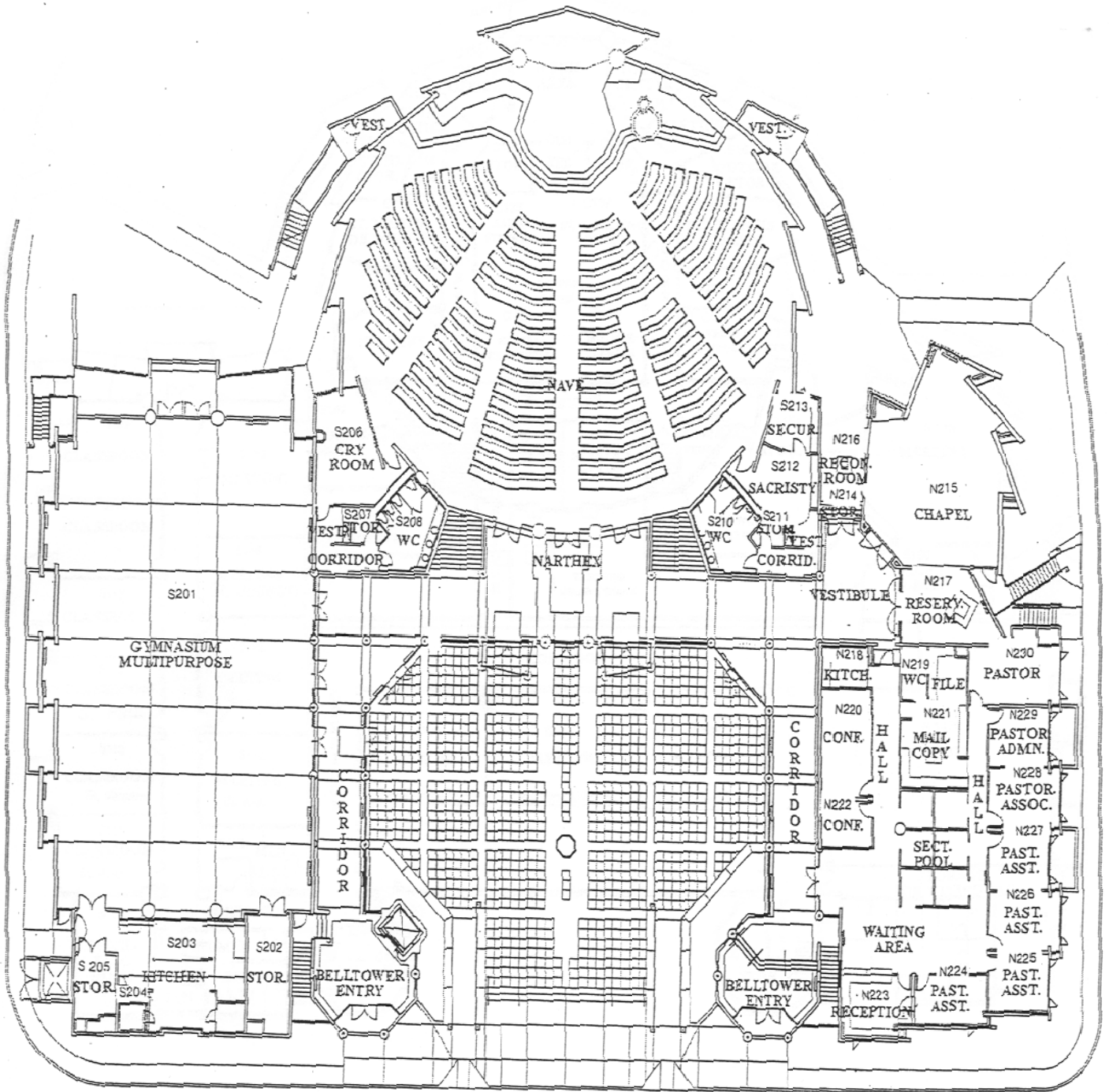
A. Chapel Use

1. The Chapel is used for the Sacrament of Penance and prayers for healing only.

B. Environment and Art

1. The chapel consists of two chairs, one kneeler, a screen for privacy, a table, and an icon.
 2. No permanent art or decorations should be added without the permission of the Liturgy Commission; no seasonal or special event decoration should be added without the permission of the A&E Committee.

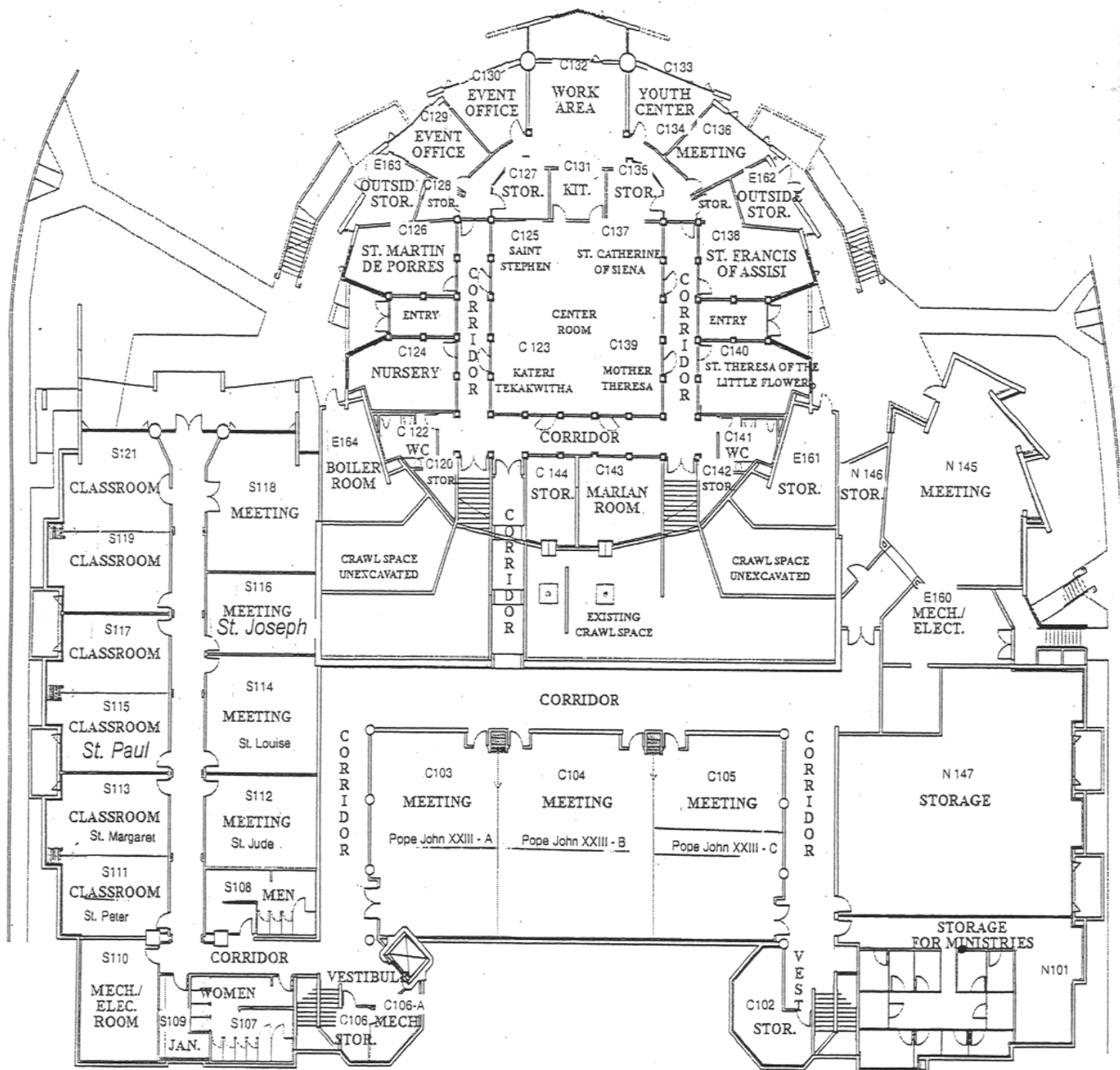
Exhibit 1: Upper Level Floor Plan, (page 1)



MAIN FLOOR PLAN



M A R Y Q U E E N O F P E A C E



LOWER FLOOR PLAN



MARY QUEEN OF PEACE