

PDF FILE for Parish Website (not a contract)

ST. PATRICK'S CHURCH & SCHOOL FACILITIES RENTING GUIDELINES

St Patrick's Catholic Church, 2007 N. Arkansas, Wichita, Kansas 67203 316-262-4683

A note about using rooms or buildings at St. Patrick's...

All scheduling of parish and school facilities— Mother Teresa Room, Cafeteria, School Rooms, and/or Gymnasium (including school grounds) takes place in the rectory by the parish secretary during office hours (9-4) at the number and address above. The church building & school kitchen are not for rent; speak with those in the rectory regarding specifics on weddings and so forth. Likewise, all facilities are restricted to parish / school functions and not for private use unless express permission has been granted by rectory personnel. Please realize that using these facilities is a privilege for all; therefore take care of them as your own. The use of St. Patrick's facilities (i.e. School buildings also) will be limited to Registered Parishioners (actively tithing at least 1 year) of St. Patrick's Parish and/or community activities that will benefit registered parishioners. It is the pastor's prerogative to deny use by certain groups.

1. Entering, Exiting, Parking, and Occupying Space within St. Patrick's Parish Facility

- a) All guests must only inhabit rooms that were rented and/or agreed upon by the rectory.
- b) Gymnasium and Cafeteria: entering and exiting from the gym or cafeteria should take place, except for emergencies, through the "School Main Entrance" located on the West wing (South side) of the school. Cafeteria rental includes gym restrooms, but not the gym.
- c) Mother Teresa Room: entering and exiting through the South door near the parking lot.
- d) School Rooms: entering or exiting from any access door to the School where permitted by the rectory.

2. Curfew Times and Dates

- a) Music must stop by 11:00 p.m.
- b) All persons must be out by 12:00 Midnight, no exceptions.
- c) Those who rent parish facilities are required to be respectful of school times. For example, although one may rent the gymnasium for a Saturday reception, the persons responsible may not enter during school time Friday to begin decorating.
- d) Please show respect to people attending prayer services as much as possible (such as funeral services, evening Mass, adoration chapel on North side, and etc.), perhaps by lowering music or paying mind to parking lot loitering.

3. Set-up and/or Decorations

- a) No tape, pins or strings may be attached to ceiling tiles.
- b) Refrain from using glitter & confetti—it accumulates in grooves and carpet and is very hard to clean out. Rice, wheat and/or bird seed should never be thrown inside or outside the buildings.
- c) Only Blue Painter's tape could be used on the floor of the gym or facilities. All other tape pulls up wax.
- d) Setting up all chairs and tables is provided for a fee by the St. Patrick's Knights of Columbus (KofC) through the rectory. A seating plan of chairs and tables should preferably be submitted to rectory prior to setup, or a representative should be there to instruct on set-up.
- e) Please do not plan on decorating more than 1-2 hours in advance of a function without first checking with rectory to determine availability.

4. Clean-up

- a) If you are using the facility for free, or the Mother Theresa Room, you are responsible to leave it as it was. When you pay to use the gym or cafeteria, St. Pat's KofC will dump trash bags, mop the floors, and take down tables and chairs. However.....
 - Table tops must be cleared and items placed in trash bags or receptacles.
 - Remove all tape, paper, and decorations.
 - See that all lights are turned off (including bathrooms) and the facility is restored to original condition.
- b) All decorations and personal items used during activities must be cleaned-up prior to leaving the building—no later than 12:00 Midnight. St. Patrick's Parish is not responsible for items left behind or discarded.

5. Insurance and Security

- a) The parish does not provide liability insurance for activities.
- b) Security Guards may be hired by parish, depending on event, and included in rental fees; they'll enforce these guidelines.
- c) Minors require adult supervision at all times—parish and/or school staff are not expected to supply this presence.
- d) All who use our facilities must abide by Catholic Diocese of Wichita policies, including VIRTUS Training when with minors.
- e) St. Patrick's Parish is not responsible for any accidents or injuries which may occur during the use of the facility.

6. Alcohol and Smoking

- a) Smoking is never permitted in any building on the property.
- b) Under no circumstances may alcohol be served unless with express (verbal or written) permission by the pastor, and when the "Policy on Alcohol at Diocesan and Parish Facilities" has been acquired and agreed upon by a signature at the end of this document.

- c) **Quinceñeras** are considered youth events, and therefore alcohol may not be carried in or served during one of these events. Likewise, security guard(s) are expected to be hired by the parish during quinceñera all events.

7. Fees

- a) All fees are to be collected at least two weeks before the event to verify legitimacy with bank.
- b) Clean-up and damage deposits are mandatory for all activities.
- c) Set-up / Clean-up fee implies that St. Pat's KofC will set up tables and chairs, mop floors, take down tables and chairs, and dump trash.
- d) Even though St. Pat's KofC is hired to clean up everything for a fee, full cost to rent facility still applies.
- e) Damages or any problems relating to the use of the facility will be the responsibility of the Registered Parishioner who made the reservation. The full damage deposit amount will be returned if no damage had incurred, no extra security guards were called, and items in #4 (Clean-Up) were reasonably followed.
- f) When damage occurs, only the remainder of the deposit will be returned which is not used to correct the damage done.
 - **Parish maintenance personnel will inspect the building after a function for damages. If damage occurs, charges will be assessed to the renter of the facility—including but not limited to the amount given in the damage deposit. Unauthorized consumption of alcohol or smoking on parish property may result in loss of the damage deposit.**
- g) Particular fees for the use of the facility:

GYMNASIUM (seats 250-300) Only 200-250 chairs available for use

Wedding / Large Reception (again, there must be no alcohol on the property during **Quinceñeras**)

- General Use Fee: **\$500**
- Security Fee: **\$75 each hour** (difference refunded after parish is billed for security service)
- Damage Deposit: **\$500**

St. Pat's KofC Setup / Cleanup Fee of \$200

is included in the general use fee mentioned above

SCHOOL CAFETERIA (seats up to 100)

Medium Size Hall

- General Use Fee: **\$300**
- Security Fee: **\$25 each hour** (depending on event)
- Damage Deposit: **\$300**

St. Pat's KofC Setup / Cleanup Fee of \$75

is included in the general use fee mentioned above

MOTHER TERESA / SCHOOL ROOMS (seats 30-50)

Small Room (NO ALCOHOL PERMITTED and you clean up after it is over!)

- General Use Fee: **\$100**
- Damage Deposit: **\$100**

Good Steward Rates applies to:

- *Registered Parishioners for more than 1 year.*
- *Tithing at least 80% of pledge*
- *Attending Mass*
- *Participating in Time & Talent*

Gym Use Fee	\$200
Cafeteria Use Fee	\$100
MTR Use Fee	\$50

8. Keys

You have been issued key #_____ (and #_____). DO NOT pass these keys on to anyone else! If these are lost or misplaced, you will be responsible for the cost of re-keying all doors relating to that key. It is unlawful to duplicate these keys. **All keys must be returned to the rectory office (during office hours or through the mail slot by the East rectory door) by the day after the event is over.** Your signature below means that you have read and agree to all these terms.

Signatures and office information on actual form below:...