

Church of the Visitation

Parish Hall Use Special Agreement

Applicable only for those anticipating in parish stewardship

Updated: April 20, 2009

Date Received in Office _____

Registered Parishioner:(please print) _____

Address: _____ Zip: _____

Phone: _____ Cell Phone: _____ Email: _____

Date of Function: _____ Beginning and Ending Times: _____

Type of Function : _____

Which facility are you reserving: _____

Restrictions

- Functions must be concluded and clean-up completed by time reserved.
- Alcohol may be served during the event *only* if the bartender has completed one of the following training classes: *Alcohol Server Training, or Responsible Liquor Sales*. Strict compliance with state regulations is required.
- Building access for set-up and decoration is limited to the day of the function. Should an additional day be desired, and facility scheduling permits, parishioner may pay an additional \$50.00 for a two-day occupancy. **NO NAILS, TACKS, STAPLES..**are to be used for decorating purposes.
- Activities are confined to **the interior of the hall**, unless prior written request is made to the Church Office Manger, and written authorization given.

Will alcohol be served? Circle one: Yes / No

If 'yes' is circled above, parishioner agrees to present to the Hall Monitor, prior to the function, a photocopy of a document certifying that the designated bartender has completed one of the training programs name above. Further, the parishioner agrees to limit those dispensing alcoholic beverages to the bartender and one assistant. For purposes of a champagne toast, multiple 'assistants' are authorized.

ITEMS AND EQUIPMENT TO BE USED

Parishioners may use any of the items listed below for your function. Please check the ones you will need, so that we may insure that they are clean and available for you .It is recommended that you provide paper plates, napkins, and plastic silverware.

STOVES, SINK, REFRIGERATOR _____	FLATWARE _____
PLATTERS, BOWLS, UTENSILS _____	COFFEE URNS _____
PITCHERS-DECANTERS _____	PUNCH BOWLS _____

FEES AND DEPOSITS

Usage fee for the Parish Hall is waived for all parishioners participating in Stewardship(see attached policy statement.) However the following deposits and reimbursements are required:

Damage and Cleaning Deposit	\$400.00
Special Events Coverage (Catholic Mutual Insurance)	\$ 98.00
Reimbursement for: Supplies, Utilities and Maintenance	\$ 25.00
Hall Monitor	\$ 50.00
Garbage Disposal	\$ 35.00

Total **\$608.00**

Payment Schedule:

- \$50.00 upon reserving a date for your function
- Balance (\$558.00) no less than 30days prior to the scheduled function (Or \$608.00 if a decorating day before the function is requested.)

CLEAN UP

Parishioner agrees to clean the Hall and Kitchen at the conclusion of this event. Entrance area also to be cleaned and any exterior debris is to be removed (please see Parish Hall Cleaning Checklist for details). All required cleaning must be completed as part of securing return of the Damage and Cleaning Deposit.

HALL MONITOR'S FUNCTION

The Monitor's role is to provide initial access to the facility, assure compliance to use policies, oversee and certify clean-up, and assure building lock-up. Note, cleaning certification may not be completed until a daylight inspection can be conducted.

DEPOSIT REFUND

Refunds will be mailed to parishioner within ten (10 days) after the function. Deductions will be made for unsatisfactory cleaning, and or any damage to facilities and or equipment. Should charges be levied, a full accounting will be mailed with a partial refund. Charges exceeding the amount of the deposit will be billed to the parishioner. Parishioner agrees to pay any excess charges within 30 days.

EVENT CANCELLATION

Cancellation may be made any time thirty one (31) days or more prior to the reserved function date at no charge. The \$50.00 reservation deposit will be totally refunded. **Cancellation within thirty days of the scheduled date will result in forfeiture of the reservation deposit.** Should parishioner fail to pay the balance of deposits and reimbursements when due(as described above) both the reservation date and deposit will be forfeited.

INDEMNITY CLAUSE

The below signed parishioner agrees to defend, protect, indemnity and hold harmless the parish, its agents, and the Corporation of the Catholic Archdiocese of Seattle from and against all claims arising from the use of the facilities unless such claims caused by the sole negligence of the parish.

SIGNATURE OF PARISHIONER

I certify that I have read this Use Agreement and hereby sign it with full understanding and acceptance of my responsibilities a described herein.

Stewardship Parishioner

Date

Church of the Visitation
PARISH HALL CLEANING CHECKLIST

	Event Sponsor	<u>Inspection Check off</u> Monitor
1. Remove all trash from Hall kitchen and restrooms	1. _____	_____
2. Hall floor dry mopped (to remove littler), then wet mopped (to remove spills)	2. _____	_____
3. Tables wiped down and returned to where found	3. _____	_____
4. Chairs returned to original position: <u>Upper & Lower Hall</u>	4. _____	_____
5. Decorations removed - including tape	5. _____	_____
6. Kitchen floor swept.	6. _____	_____
7. Stove turned off and cleaned.	7. _____	_____
8. Sink drain board, and counters washed and wiped off.	8. _____	_____
9. Punch bowls, platters, bowls, utensils, and etc, washed dried and placed in proper storage.	9. _____	_____
10. Coffee urns washed and dried	10. _____	_____
11. Restroom lavatories and mirrors cleaned. Toilets flushed, wet-mop floors	11. _____	_____
12. Exterior of facility is to be policed. All trash and cigarette butts to be removed.	12. _____	_____
13. Trash disposal: compact all bags and cardboard into the dumpster. Should there not be space for all bags from your function, please leave a message (474-4960) requesting "an additional " trash pickup". Consult Hall Monitor for Adequacy of Clean-Up	13. _____	_____

Usage Rules

Tables and or chairs **MUST REMAIN IN HALL. DO NOT TAKE THEM OUTSIDE**

Pick up tables to move them, Do not drag across floor.

Use tape to secure skirting to tables.

Confetti, rice and or birdseed IS NOT ALLOWED

Rags are provided to clean-up spills. Please **DO NOT USE KITCHEN TOWELS TO CLEAN-UP SPILLS.**

Only APPROVED CANDLE CUPS are allowed.

Upper Hall Tables to be returned to stage: Chairs returned under stage.

Lower Hall tables and chairs to be returned as they were originally set up.

<i>Monitor's Use Only</i>	<i>Function Date</i> _____
<i>Cleaning Charges</i> \$ _____	<i>Reason</i> _____
<i>Cleaning Charges</i> \$ _____	<i>Reason</i> _____
<i>Damage Charges</i> \$ _____	<i>Reason</i> _____
<i>Use back of form for more complete explanation of reason for charges</i>	
<i>Monitor's Signature</i> : _____ <i>Inspection</i>	
<i>Date(s)</i> _____	

Church of the Visitation

Stewardship and the Parish Hall

One of the benefits of being a Stewardship Parishioner is a minimal use-charge for the use of our church and parish hall for weddings and your social events (receptions, anniversary parties, etc.) These charges (liability insurance fee, utilities, monitor fee and trash removal) simply reimburse the parish for cost directly related to your event.

Thank You for demonstrating your good stewardship through your commitment of time, talent and treasure to your faith family.

For clarity, allow us to define specifically what qualifies parishioners for this benefit. Stewardship Parishioners do all of the following:

- Completed a parish registration card
- Regularly worshiping with our faith community
- Actively participates in parish ministries and /or adult education programs
- Has filed a *Parish Stewardship Commitment Card* for the current year, and
- Has demonstrated a consistent pattern of parish financial support for a minimum of the previous six months

For additional clarifications, please see our Church Office Manager or Event Coordinator

Archdiocese of Seattle
APPLICATION FOR SPECIAL EVENTS COVERAGE

Name of Parish or Institution:
Church of the Visitation
3314 South 58th Street
Tacoma, WA 98409

Date of Event: _____
Type of Special Event: _____

(Wedding reception, Anniversary party, etc.-Please specify)

Lessee (Additional Insure) Information:

Time of Event :From: ____ to: ____

Name of Sponsoring Organization
or Individual Requesting Coverage

Approximate Number of Participants: _____

Is Liquor Being Served: Yes _____ No _____

(Please Print Lessee Name (s) or Organization)

Lessee (Additional Insured) Contact Person:

Is Food Being Served? Yes _____ No _____

Name: _____

City/State/Zip Code: _____

Street Address: _____

Telephone : _____

The Special Events coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability coverage per event (not per claim.)

This coverage is underwritten by Great American Assurance Company, Policy #GLP 5584901 – 02

Cost of Coverage: \$98.00 per event

Coverage does not apply to certain events such as but not limited to:

- Sporting Events including tournaments & Camps
- Any carnival event
- Amusement rides, including mechanically operated devices, trampolines & rebounding devices
- Fireworks & Fireworks displays. **NO FIREWORKS ALLOWED**
- Events where a fee or admission is charged, unless all proceeds go to charity
- Events organized or operated by professional promoters/performers
- Events with attendance of more than 1000 person
- Events which exceed 72 hours in duration
- Events involving pool or lake activities
- Events involving recreational vehicles

**NOTIFICATION OF AN EVENT MUST REACH CATHOLIC MUTUAL
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT**

SUBJECT TO APPROVAL BY C.M.G. AGENCY, INC.

Below: For Office Use only

Please Make Check Payable to:
Archdiocese of Seattle

Complete and Return this form to:
Catholic Mutual Fund
710 9th Avenue
Seattle, WA 98104-22017

Please report all claims to C.M.G. Agency, Inc. Claims Department at 1-800-228-6108
Approving Location Seattle, WA Fax Number 206-264-2094

Distribution: Original : C.M.G. Agency, Inc. Copies to Lessee and Parish or Institution

FACILITIES USE ACCOUNTING WORKSHEET

Facility to be used: _____

Name of Lessee: _____

Event Date: _____

	AMOUNT	Date	Check #	G/L Account #
FUNDS RECEIVED				(Office Use Only)
Reservation Deposit:				2201
Deposits & Fees:				2201
		Journal transfer date		
Use Fees				4530
Second Day Required:				
Utilities & Maintenance:	<u>\$25.00</u>			2201.10
Cleaning:				2201.10
Trash:				2201.10
Less retained funds:				
 FEE DISBURSEMENTS				
Insurance Coverage	<u>\$98.00</u>			2201
Hall Monitor Fee	<u>\$50.00</u>			2201
Less: fees				
 REFUND TO USER				
(Net after deductions)	\$ _____			2201

- Instructions for Parish Secretary/administrative assistant
- Prepare a worksheet for each facility booking
- Enter n/a for any non- applicable items (“Use Fee” for Stewardship Parishioners =n/a
“Hall Monitor” for non-parish used=n/a
- Record all financial activities regarding the event
- Record any charges for clean-up damage or trash per the Hall Monitor or Parish Secretary
- Within 30 days after the event: calculate refund, prepare deposit refund check, photocopy worksheet, mail check and copy to the sponsor.