

**ST. THERESA**



**PARISH**

# **FACILITY USE POLICIES**

# FACILITY USE POLICIES

## ST. THERESA CATHOLIC CHURCH PARISH MISSION STATEMENT

God calls us to grow spiritually, to celebrate meaningfully and to love and to serve others as Jesus taught us. We are open to transformation by the Holy Spirit through proclamation of the Gospel, liturgical celebrations, worship, prayer, and outreach to each other and the larger community. We are a welcoming and active Catholic Community united by faith in Jesus Christ and blessed with gifts which we share

## I. RESERVATION PROCEDURES AND POLICIES

This Facility Use Policy is established by St. Theresa Parish, and applies to the use of parish facilities for events, meetings and gatherings by parishioners, non-profit organizations and other non-parish sponsored groups or organizations. Exceptions to the policy may be made only by the Pastor or the Pastoral Council. The parish facilities covered by this policy include the church, the church hall, the library, the multi purpose room and the meeting rooms.

- Staff, school and CYO scheduling will take precedence over other functions. All other functions are scheduled on a first-come-first-served basis with priority given to parish organizations, charitable events and those related to liturgical and sacramental celebrations. No events may be scheduled on Sunday mornings. A reservation form is available on our website or may be obtained at the parish office.
- The completed **FACILITY USE RESERVATION FORM** must be submitted to the parish office. Reservations will be accepted after April 30<sup>th</sup> for events that are planned from August 1<sup>st</sup> through July 30<sup>th</sup> of the following year. Except under special circumstances for example funerals, **all reservations must be made** by the last day of the month prior to the event.
- Each applicant will be given a copy of the **Facility Use Policy and Fee Schedule**
- **Insurance: St Theresa is required by the diocese to have \$1,000,000 liability insurance coverage of all non-parish sponsored events held on our premises.**

For renters **without** individual coverage for the event, a policy can be obtained through the parish office by completing the following diocesan forms: **A Parish Facilities Short Term Agreement and Liability Insurance for the Events of Outside Users**. Fees will vary depending on the size of the group and whether or not alcohol is served (see Fee Schedule for details). **Three (3) weeks** before the event, all forms must be submitted with a check or money order made payable to the Diocese of Oakland for the amount indicated. **Failure to submit the above referenced forms three (3) weeks before the event may subject the event to cancellation.**

For renters **with** their own insurance, the above fee may be waived if the organization sponsoring the event submits a completed **Parish Facilities Short Term Agreement** and provides its **own “proof of insurance”** that specifically covers the event, names the Roman Catholic Bishop of Oakland, the Diocese of Oakland and St. Theresa Parish as additionally insured for up to \$1,000,000. It must include liquor liability, bodily injury, property damage, hold harmless and indemnification clauses. The form and proof of insurance must be submitted to the parish office **three (3) weeks** before the event. Such renters should allow sufficient time to obtain the necessary documents from their insurers in order to meet this deadline. **Failure to submit the above referenced forms three (3) weeks before the event may subject the event to cancellation.**

## II. ACCESS and KEY MANAGEMENT

- **For all events held in either the church hall or multipurpose room and for non parish sponsored events and meetings**, the facility manager will allow access before the event and lock up after the event.
- **For events held in the flexible meeting rooms and parish sponsored events**, the key and the business card of the facility manager may be obtained from the office prior to the event and returned to the office after the event. There will be a **\$100 fine** for **KEYS THAT ARE NOT RETURNED, THAT ARE LOST AND/ OR ARE DUPLICATED.**
- **For CYO events**, the head coach/manager will be issued a key. He/she will coordinate access with the other coaches. After the end of the practices and games, the designated coach will use this key to lock up and will be responsible for returning it to the head coach/manager.
- **UNDER NO CIRCUMSTANCES MAY ANY KEY BE DUPLICATED**

## III. FEE SCHEDULES:\*

- A rental charge for use of the facilities for **non-parish events** will be required to be paid by both parishioners and non-parishioners.
- **Exemptions:** Parish sponsored event are exempt from fees and under special circumstances fees may also be waived by the joint decision of the Pastor and the Facility Manager.
- A **discount of 10%** will be given to registered, active parishioners who are regular worshippers and who contribute their time, talent and treasure to St. Theresa parish and for charitable events.
- **The damage deposit** will be refunded in its entirety, unless there is damage to the facility or the post event inspection is not satisfactory.
- **Payments of fees** are due in full 15 days prior to the event. Failure to submit fees on time may result in the cancellation of the event. **Checks should be made payable to St. Theresa Parish.** A \$25.00 fee will be charged for all returned checks.
- **Cancellations:** A reservation fee, based on the facility requested, is required to hold the date and is nonrefundable if the event is cancelled less than 60 days before the event.
- **Additional fees** may apply depending on insurance requirements and/or the need for security guards and attendants.

INSURANCE	# of Attendees	No Alcohol	Alcohol
	1-100	\$162	\$262
	101-500	\$200	\$400
	501-1500	\$233	\$503

SECURITY GUARDS	Approximate Costs
1 guard/100 guests	\$25/hour/guard for a minimum of 4 hours

\*See the attached Fee Schedule incorporated as Exhibit A hereto for specific room/facility rates and deposits

## IV. SERVING ALCOHOL

If alcohol is served at an event at a St. Theresa facility, the following rules apply:

- No alcohol may be served to anyone under the age of 21.
- No one under the age of 21 may serve alcohol to others.
- No open unsupervised serving of alcohol at any function attended by persons under the age of 21.
- No alcohol should be stored within the reach of children.
- No alcohol may be served to anyone who is obviously intoxicated.
- No alcohol may be consumed outside of the event space.
- Security officers (1 for every 100 people) may be required and will be retained by St. Theresa Parish

A **liquor license** is required at all events where alcohol is sold

- A copy of your license must be submitted to St. Theresa 1 week prior to the event
- A copy of your license must be prominently posted at the event

### Procedure for obtaining a license

- Obtain and fill out a Police Department special event application from the Eastmont Division of the Oakland Police Department (Special Events Unit) either by fax, mail or in person.  
Phone# 510-777-8525 Fax # 510 777-8979
- Obtain and fill out an Alcohol and Beverage Control (ABC) form for a special one day event permit from their website [www.abc.ca.gov](http://www.abc.ca.gov).
  - Click on forms (right side of page)
  - Click on ABC form #221 Daily License (Special one day event permit)
  - Click on continue
  - Print form
- Obtain a signed letter from the parish office
- Fax the 2 forms and parish letter to the Eastmont Division of the Oakland Police Department. The signed form will be faxed back to you.
- Obtain a cashier's check for \$25.00 made out to ABC
- Mail the following to: ABC 1515 Clay Street Ste. 2208 Oakland California 94612 no less than 12 days and no more than 30 days before the event.
  - Completed and signed Police Department Application
  - Completed and signed Application Form
  - \$25 cashier's check made out to ABC
  - Self addressed stamped envelope

The permit will be mailed to you in a few days or you may go to the ABC in person if there are time constraints.

## V. GENERAL USAGE REQUIREMENTS

- **Acceptable Uses:** St. Theresa facilities will be made available for parish and non-parish activities that are consistent with the values expressed in our mission statement and are limited to the purpose stated on the application and may include events that are:
  - Parish sponsored committees, groups, programs and council
  - Appropriate religious functions for parishioners
  - Charitable organizations as sponsored by parishioners
  - Non-parish groups/organizations as approved by the Facility Manager
- **Right of Refusal:** St. Theresa Parish's Pastor, Facilities Manager or Facilities Attendant reserves the right to:
  - refuse building use to any applicant for any reason.
  - cancel any renter's use of its facilities at any time and for any reason, including failure to comply with the Facility Use Policy (and exhibits(s) thereto).

**Please note:** St. Theresa does not allow the rental of our facility to any "for-profit" group intending to make money during an event.

- **Hours of Operation:** Facilities are available 9:00 a.m. to 10:00 p.m. Monday through Saturday and after 12:30 p.m. on Sunday. Any use outside the time specified in the application may be subject to additional fees and must be approved by the Pastor or Facility Manager when the reservation request is made.
- **Pre Event Walk Through:** It is required that an appointment be made 1 week prior to the event for a walk-through to discuss set-up, floor plans, equipment usage and clarification of any of the guidelines. Please call (510 547-2777 Ex 20) for an appointment time. This walk-through must include the designated responsible person(s) and caterer if applicable.
- **Set Up and Clean Up Policies:** Two (2) hours will be allotted, free of rental charge, the morning of your event from \_\_\_\_\_ to \_\_\_\_ for SET UP. You may be able to set up the day before depending on availability. One (1) hour will be allotted, free of rental charge, after the event from \_\_\_\_\_ to \_\_\_\_\_ for CLEAN UP. The Facility Manager will conduct a walk through inspection with you to determine damage and compliance with post event check list after the clean up is complete. Other arrangements may be permitted with prior approval.
- **Decorations:** Arrangements for approved decorations are to be made with the Facility Manager 1 week prior to the scheduled event. Decorations are not to be glued; stapled, tacked, nailed or taped (the ONLY tape permitted is painter's BLUE masking tap). Decorations must be flame retardant. The use of confetti, glitter, rice, birdseed, flower petals and aisle runners are strictly prohibited inside and outside the facility.
- **Security, Monitoring and Supervision:** Security Officers are required at any event where alcohol is served. One security officer is required per every 100 people plus one additional security guard. St. Theresa reserves the right to require additional security officers at any event deemed necessary at the discretion of the management. Arrangements for security officers will be made by St. Theresa Parish. See Fee Schedules for estimated costs.
- **Children** must be under adult supervision at all times
- **Use of Other Facilities on Parish Grounds:** Users rent a specified area for specific times; users are not given access to other parish facilities and must take reasonable action to prohibit their guests from accessing or using other parish facilities during their event. Specifically, users and their guests may not use playground equipment, basketball courts or any common areas of the parish. Except for guide dogs, pets of any kind are not permitted in the St. Theresa facilities governed by this policy.

Dated: February 17, 2009

## VI. PARKING

- **Parking:** is permitted in the following places:
  - 165 spaces (6 designated as handicap) available in the church's paved parking lot.
  - Clarewood Street
  - The **ONLY** access to and from the parking lot is via the Clarewood entrance.

## VII. RULES OF CONDUCT AND BEHAVIOR

The renter and his or her guests will be expected to conduct themselves in an orderly manner. Excessive and abusive use of alcohol will not be tolerated. Abusive language will not be tolerated. Parents will be held responsible and accountable for their children's behavior. Alcoholic beverages and food may not be consumed outside of the contracted space.

- **Smoking** is prohibited on St. Theresa Church property.
- **No illegal drugs** are allowed in the buildings or on the grounds.
- **Advertisements or Announcements** may be posted in preapproved spaces **ONLY**.
- **Volume of the music** will be monitored by the security staff or a representative of St. Theresa and **must not exceed** the volume approved by the attendant. Failure to comply with this request will result in the early termination of the event as well as the forfeiture of the deposit. It is required that the music stop not later than 10:00 p.m.

By signing below, I acknowledge that I have received, read and understand the Facility Use Policy and exhibit(s) thereto and agree to abide by them and accept responsibility for any damage incurred during this event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## FEE SCHEDULE

FACILITY	Fees*
<b>CYO</b>	\$ 60/hour
<b>Church Hall (with kitchen) *****</b> **Reservation Deposit (required at the time event is scheduled) ***Refundable Damage Fee	\$220 \$ 50 \$250
<b>Church Hall (only)</b> **Reservation Deposit (required at the time event is scheduled) Refundable Cleaning/Damage Fee	\$ 30/hour \$ 50 \$100
<b>Flexible Meeting Room 1 (2 breakout rooms) (1056 sq. ft.)</b> • Can accommodate 100 chairs <b>OR</b> 8 tables & 32 chairs • Sink & serving counter **Reservation Deposit (required at the time event is scheduled) ***Refundable Cleaning/Damage Fee	\$140/4 hours \$ 25/ additional hour  \$ 50 \$100
<b>Flexible Meeting Room 2 (2 breakout rooms) (1056 sq. ft.)</b> • Can accommodate 100 chairs <b>OR</b> 8 tables & 32 chairs ** Reservation Deposit (required at the time event is scheduled) ***Refundable Cleaning/Damage Fee	\$140/4 hours \$ 25/ additional hour \$ 50 \$100
<b>Flexible Meeting Room 1 &amp; 2 (4 breakout rooms)</b> • Can accommodate 200 chairs <b>OR</b> 16 tables & 64 chairs **Reservation Deposit (required at the time event is scheduled) *** Refundable Cleaning/Damage Fee	\$275/4 hours \$ 50/ additional hour \$ 50 \$200
<b>Small Kitchen</b> (available with library and meeting rooms)	
<b>Event Center (with kitchen) 6000 sq. ft.*****</b> • Seating Only Capacity 700-944 • Bleacher capacity 246 • 40tables & 400 chairs are available **Reservation Deposit (required at the time event is scheduled) *** Refundable Cleaning/Damage Fee	\$1450   \$ 500 \$ 600
<b>Event Center (only)</b> **Reservation Deposit (required at the time event is scheduled) *** Refundable Cleaning/Damage Fee	\$ 950 \$ 300 \$ 400

**Additional Fees listed below may be required for the following:**

**Security Guards** when alcohol is served

SECURITY GUARDS	Approximate Costs
1 guard/100 guests	\$25/hour/guard for a minimum of 4 hours

**Insurance Coverage for non-parish sponsored events.**

INSURANCE	# of Attendees	No Alcohol	Alcohol
	1-100	\$162	\$262
	101-500	\$200	\$400
	501-1500	\$233	\$503

\* Please see Facility Use Policy for a complete list of all fee requirements and due dates.

A 10% discount is given to parishioners who are registered and contributing members of St. Theresa.

\*\*Reservation Deposits will be applied to the total cost and are refundable if cancelled at least 60 days before the event. Cancellations made fewer than 60 days are subject to the forfeiture of the full deposit.

\*\*\*Refundable if there is no damage to the facility and the post event inspection is satisfactory.

**Check Off List for  
FLEXIBLE MEETING ROOMS**

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Set Up Date: \_\_\_\_\_

Chair: \_\_\_\_\_ Phone: \_\_\_\_\_ Inspected by: \_\_\_\_\_

No equipment or furnishings can be removed from the premises under any circumstances	<input type="checkbox"/>
Leave the facilities in a clean and orderly condition and restore the facility to its original condition	<input type="checkbox"/>
Coffee pots are turned off, unplugged and cleaned	<input type="checkbox"/>
Stoves and oven are turned off	<input type="checkbox"/>
Wipe up all spills	<input type="checkbox"/>
Tables and chairs shall be wiped, folded and stowed in the designated storage closets	<input type="checkbox"/>
Remove all trash to the cans provided. Any overflow must be taken to the dumpster located outside of the east entrance to the church hall.	<input type="checkbox"/>
Remove all decorations	<input type="checkbox"/>
Turn off all lights, heat and air conditioning	<input type="checkbox"/>
Close all windows	<input type="checkbox"/>
Lock all doors	<input type="checkbox"/>
Set the alarm system	<input type="checkbox"/>
Return keys	<input type="checkbox"/>
Report any damage to the Facility Manager immediately	<input type="checkbox"/>
Clean bathroom sinks, toilet basins, urinals and mirrors	<input type="checkbox"/>
Vacuum carpets	<input type="checkbox"/>
Fully stock supplies	<input type="checkbox"/>

**Highlighted items will be performed by the janitorial service**

## Check Off List for CHURCH HALL and KITCHEN

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Set Up Date: \_\_\_\_\_

Chair: \_\_\_\_\_ Phone: \_\_\_\_\_ Inspected by: \_\_\_\_\_

No equipment or furnishings can be removed, borrowed or rented from the premises under any circumstances	<input type="checkbox"/>
Leave the facilities in a clean and orderly condition and restore the facility to its original condition	<input type="checkbox"/>
All stoves and ovens are turned off.	<input type="checkbox"/>
Coffee pots are turned off, unplugged and cleaned	<input type="checkbox"/>
Return all supplies, utensils, pots, plates, coffee pots to the <b>exact storage area</b> in which they were found	<input type="checkbox"/>
Remove all trash from the kitchen/hall to the cans provided. Any overflow must be taken to the dumpster located outside the east entrance to the church hall.	<input type="checkbox"/>
Clean and wipe down all counters, sinks, stoves with cleaners provided	<input type="checkbox"/>
All unused food/beverages are to be removed from the refrigerator and/or freezer the day of the event. Food may be stored in the refrigerator 2 days in advance if there is no conflict with other events	<input type="checkbox"/>
Refrigerators and ovens must be left clean	<input type="checkbox"/>
Wipe up all spills	<input type="checkbox"/>
Remove all debris including paper products, bottles, cans and cigarettes from both inside and outside the building.	<input type="checkbox"/>
Sweep Floor	<input type="checkbox"/>
Dishes are to be washed and put away.	<input type="checkbox"/>
Tables and chairs shall be wiped, folded and stowed in the designated storage carts	<input type="checkbox"/>
Remove all decorations	<input type="checkbox"/>
Turn off all lights	<input type="checkbox"/>
Close all windows	<input type="checkbox"/>
Lock all doors	<input type="checkbox"/>
Return keys	<input type="checkbox"/>
Report any damage to the Facility Manager immediately	<input type="checkbox"/>
<b>Mop floor</b>	<input type="checkbox"/>
<b>Clean bathroom sinks, toilet basins, urinals and mirrors</b>	<input type="checkbox"/>
<b>Fully stock supplies</b>	<input type="checkbox"/>

**Highlighted items will be performed by the janitorial service**

Dated: February 17, 2009

## Check Off List for EVENT CENTER

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Set Up Date: \_\_\_\_\_

Chair: \_\_\_\_\_ Phone: \_\_\_\_\_ Inspected By: \_\_\_\_\_

No equipment or furnishings can be removed, borrowed or rented from the premises under any circumstances	<input type="checkbox"/>
Leave the facilities in a clean and orderly condition and restore the facility to its original condition	<input type="checkbox"/>
Return all supplies, utensils, pots, plates, coffee to the <b>exact storage area</b> in which they were found	<input type="checkbox"/>
All stoves and ovens are turned off Coffee pots are to be turned off, unplugged and cleaned	<input type="checkbox"/>
Remove all trash from the kitchen/hall to the cans provided. Any overflow must be taken to the dumpster located outside the east entrance to the church hall.	<input type="checkbox"/>
Clean and wipe down all counters, sinks, stoves with cleaners provided	<input type="checkbox"/>
Remove all unused food/beverages from the refrigerator and/or freezer the day of the event. Food may be stored in the refrigerator 2 days in advance if there is no conflict with other events	<input type="checkbox"/>
Refrigerators and ovens must be left clean	<input type="checkbox"/>
Wipe up all spills	<input type="checkbox"/>
Remove all debris including paper products, bottles, cans and cigarettes from both inside and outside the building.	<input type="checkbox"/>
Multi Purpose room's wood floor must be swept and cleaned with the special mop provided. No other cleaners or equipment is to be used on this floor.	<input type="checkbox"/>
Dishes are to be washed and put away. Use of the automated dishwasher in the multi purpose room will be restricted to those who have been instructed on how to use it. Prior coordination with such a person will be required.	<input type="checkbox"/>
Tables and chairs shall be wiped, folded and stowed in the designated storage areas under the stage	<input type="checkbox"/>
Remove all decorations	<input type="checkbox"/>
Turn off all lights, heat and air conditioning	<input type="checkbox"/>
Close all windows	<input type="checkbox"/>
Lock all doors	<input type="checkbox"/>
Set the alarm system	<input type="checkbox"/>
Return keys	<input type="checkbox"/>
Report any damage to the Facility Manager immediately	<input type="checkbox"/>
<b>Clean bathroom sinks, toilet basins, urinal and mirrors</b>	<input type="checkbox"/>
<b>Fully stock supplies</b>	<input type="checkbox"/>

**Highlighted items will be performed by the janitorial service**

Dated: February 17, 2009



# ST. THERESA CHURCH

30 Mandalay Road Oakland, CA 94618

Phone: (510) 547-2777 Ex. 20 Fax: (510) 653-3575 Email: dr\_sttheresa@comcast.net

Website: [www.parishesonline.com/sttheresaokland](http://www.parishesonline.com/sttheresaokland)

## FACILITY USE RESERVATION FORM

GROUP MINISTRY \_\_\_\_\_ NAME OF EVENT \_\_\_\_\_

POINT OF CONTACT Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Will Alcoholic Beverages be served?  Yes  No

Events must be scheduled through the parish office. The staff, school and CYO scheduling will take precedence over other functions. All other functions are scheduled on a first- come- first- served basis with priority given to parish organizations and charitable events and those related to liturgical and sacramental celebrations.

**No events can be scheduled during Sunday mornings from 7:30am to 1pm**

### SINGLE USE:

DATE REQUESTED: \_\_\_\_\_ NO. OF ATTENDEES: \_\_\_\_\_ HOURS: From: \_\_\_\_\_ am /pm To: \_\_\_\_\_ am/pm

### MULTIPLE USE: Please circle days and frequency and list specific months and dates if applicable:

Day of the week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Frequency: Daily Weekly Biweekly Monthly

Month Range: \_\_\_\_\_ to \_\_\_\_\_ Dates: \_\_\_\_\_

Facility Desired:  CHURCH  MEETING ROOM 1  EVENT CENTER (w/ kitchen)

CHURCH HALL (with kitchen)  MEETING ROOM 2  EVENT CENTER (only)

CHURCH HALL (only)  MEETING ROOMS 1 & 2

#### After 5 pm only

LIBRARY (only)

LIBRARY (with kitchen)

The applicant/user, on behalf of the organization or group using the facilities pursuant to this application, acknowledges receipt of a copy of the St. Theresa Parish Facility Use Policy and agrees to abide by the terms and conditions of such policy and to comply with all local, state and federal laws, ordinances, regulations and rules applicable to the use of this facility ("Laws"). If at any time the use of the facility by the user violates any provisions of the Facility Use Policy or the Laws, the user shall be solely responsible for the consequences of such conduct, and shall be prohibited from all future use of the facilities of this parish.

Date submitted \_\_\_\_\_ By: \_\_\_\_\_, \_\_\_\_\_

SIGNATURE

PRINT NAME

### TO BE COMPLETED BY ST. THERESA PARISH

DATE RESERVATION ENTERED: \_\_\_\_\_ By: \_\_\_\_\_

Parishioner  Non Parishioner Deposit Refunded \_\_\_\_\_ By: \_\_\_\_\_

2.  Parish Facility Use Policy given to and reviewed by applicant

3.  Photocopy of Liquor License Received

4.  Copy of Special Events Insurance Form signed /received

5.  Special Events Insurance Form and premium sent to Diocese

6.  Caterer approved

Date Sent: \_\_\_\_\_ Initials: \_\_\_\_\_

### FEES: See Facility Use Policy for due dates

Reservation Deposit: Amount: \$ \_\_\_\_\_

Cash  Check# \_\_\_\_\_

Room Fee \$ \_\_\_\_\_

Security Fee \$ \_\_\_\_\_

Insurance Premium \$ \_\_\_\_\_

Damage/cleaning deposit \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

RESERVATION DEPOSIT: \$ \_\_\_\_\_ Ck # \_\_\_\_\_ Date \_\_\_\_\_

BALANCE DUE: \$ \_\_\_\_\_ Ck # \_\_\_\_\_ Date \_\_\_\_\_