



GOOD SHEPHERD HALL POLICY AND USER AGREEMENT

For Room Rental

Scheduling Guidelines

- All scheduling for Good Shepherd Hall is performed by the Parish Office. 316-794-3496.
- Parish-wide events and religious education activities will take priority over any other proposed events.
- Subject to availability, the hall may be reserved by parishioners up to 12 months in advance and by non-parishioners up to 10 months in advance.
- In order to reserve a date for an event, the damage deposit must be turned in to the Parish Office.
- Events must end by 11:00 PM.
- Facility must be cleared and vacated by 12:00 AM. The room rental key must be turned in at this time.
- In the event of a cancelation, the Parish Office should be notified two days prior to the event. A \$100 fee will be assessed when a cancelation occurs within 48 hours of the event.

Access Guidelines

- The room rental key card may be picked up at the time of setup for the event– or 1 or 2 days prior to the event if occurring on a weekend– and returned via the Parish Office drop box immediately following the event.
- The key card is given to the facilitator of the activity and is not to be shared with anyone. It must remain in the possession of the person who checked it out. Sharing the card will result in immediate forfeiture of access and future access.
- Roaming throughout the building is strictly prohibited.
- Minors must be supervised at all times. Parents and adults are responsible for monitoring their children's behavior during the event.
- No stage access is allowed unless performing.

Damage Guidelines

- A \$200 damage deposit is required. This is fully refundable if no damage occurs.
- Church of the Holy Spirit is not responsible for the loss or damage of any equipment, clothing, or supplies, which the Renter brings onto the site.
- Any damages occurring to COHS grounds, building, or equipment other than normal wear and tear will be the responsibility of the Renter. Any repairs necessary must be completed promptly at the expense of the Renter.
- Subject to the discretion of COHS, an unfavorable inspection of the facilities after the event will result in the Renter's loss of the damage deposit.

Food Guidelines

- The Renter or Caterer may provide food for the event. There should be minimal food preparation done in the kitchen. The bulk of food preparation should be done prior to the event.
- The concession area refrigerator, sink, ice machine, oven (for food-warming only), and microwave are available for use.
- The deep fryer and stove top are not available for use.
- Renter/Caterer must provide their own supplies (i.e., trash bags, utensils, and equipment to warm food.)

Alcohol/Tobacco Guidelines

- Smoking is prohibited on COHS grounds and in buildings.
- Use of alcohol is governed by the "Alcohol Use Policy & Agreement" on page 3.
- Events starting after 5pm must have a security officer if alcohol is served. The officer will be arranged by office staff but paid for by the Renter. The officer must be on site for the entire time alcohol is served.

Setup/Cleanup Guidelines

- Renter is responsible for setup, including setting up tables and chairs. Renter is also responsible for tear down. This means putting away tables and chairs AND leaving the room how it was found. (If tables and chairs were out before the event, they must be put back in place after the event.)
- Setup for the event will take place on the day of the event. Accommodations may be made if facility is available the day prior.
- Exterior doors must not be propped open. *The Allen wrench key should be used.*
- Tables and chairs are available for use: 40 round tables, 12 tall pub tables, 52 rectangle tables, and 335 metal chairs.
- Hanging or attaching anything (i.e., scotch tape, staples, tacks, nails, sticky tack) to walls, windows, doors, or ceiling without prior approval is not permitted. However, decorations may be hung using blue painters tape only.
- Tape and other adhesives that leave a residue on the gym floor are not permitted. Damages to gym floor will result in the Renter's loss of the damage deposit.
- Spills must be wiped up immediately to avoid injury.
- All trash must be bagged and tied shut.
- There will be a cleaning service charge of \$250. Active parishioners may opt out of the cleaning service if they choose to do so. Renters who opt out are required to perform the following tasks at the end of their event:
 - a. Wipe down tables and chairs and return to storage closet.
 - b. Clean restrooms.
 - c. Sweep and spot-mop floors.
 - d. Tie trash bags and take to the dumpster.
 - e. ***Failure to cleanup well causing additional cleaning to be done will result in a loss of all or some of the Renter's deposit. Inadequate cleanup includes but is not limited to unwiped spills, trash left out, and food left out.***
- All non-parishioners must use the cleaning service.

Audio Visual Equipment

- AV Equipment is available for use in Good Shepherd Hall.
- Instructions are posted on the NW wall near the entrance to Good Shepherd Hall.

ALCOHOL USE POLICY AND AGREEMENT

Permission

Permission to serve alcohol at any event on parish grounds can be given **only** by the Pastor of Church of the Holy Spirit. The Pastor has full discretion as to permit alcohol, to delineate how it may be served, and to curtail its service at any time prior to or in the course of the event. The Pastor's decisions are final in this regard.

Policies/Failure to Observe

The policies listed in this agreement must be followed by all who use Church of the Holy Spirit parish hall. This includes, but is not limited to, parishioners, non-parishioners, and all parish organization. If organizations, or persons who are the responsible party, do not ensure these policies are followed, then the organization or individual(s) may not be permitted use of the hall in the future.

Security

For events starting after 5pm at which alcohol is served, a minimum of one security guard must be present per 150 guests. Security must be an off-duty Law Enforcement Officer dressed in uniform and must be **on site** before serving can begin. Security must remain until the end of the event. Parish staff will schedule security officers and event organizers will pay them. In the case of a parish event, the parish will pay for security.

Youth

No alcohol is permitted to be served at a youth event. A youth event is understood to be any event whose **primary** purpose is for persons under the age 21. This includes all celebrations of sacraments or any event associated with Holy Spirit Catholic School, the parish Religious Education (RE/PSR) programs, or any parish youth group (including Middle and High School and College-aged groups).

Bartending

Subject to the discretion of COHS, bartenders will be provided for events by COHS and paid for by the event organizers. In such cases, alcohol products should be provided to bartenders in advance of the event. All remaining alcohol products will be returned to the organizers at the event's conclusion. Bartenders are to be at least 21 years of age and of a mature demeanor. Bartenders **must** abstain from drinking alcohol during the event at which they serve.

Alcohol Storage

Alcohol to be used at a particular event, may be stored the day before and removed no later than the day after the approved event.

BYOB

Guests are not permitted to bring alcohol independently. Persons found consuming alcohol outside the event on parish property will be warned the first time and asked to leave on any subsequent violation. BYOB may be permitted for small events or parish events with Pastor permission. BYOB is never allowed for weddings, funerals, or events where a majority of guests are from outside the parish.

Intoxication

Kansas State Law dictates that no one who is intoxicated can be served alcohol. Slurred speech, staggering, stumbling behavior, or poor motor skills are clear indicators of intoxication. If a person appears intoxicated and has transported himself/herself to the event, the event organizer must provide or arrange alternative transportation for the guest. The parish or its agent will be the final authority in determining one's level of intoxication and whether they should be served alcohol.

ALCOHOL USE POLICY AND AGREEMENT

Please read and initial the following if you agree to them:

- _____ I have read and understand the above Alcohol Use Policy and Agree to abide by it in its entirety.
- _____ I understand that intoxication is not in keeping with Catholic moral beliefs and I will do my best to ensure an environment consistent with Catholic moral teaching.
- _____ I understand that individuals or whole groups may be immediately dismissed from the property if they are in violation of this policy.
- _____ If applicable, I agree to have security present at all times alcohol is being served and until the event is officially over. I also agree to pay for security as arranged by the parish or its agent.
- _____ At no time will any person(s) under 21 be allowed to consume alcohol.
- _____ Neither Holy Spirit Church nor the Catholic Diocese of Wichita will be held responsible for any personal or other injury, or property loss, arising out of any event occurring on Church of the Holy Spirit parish property.

Print Name: _____ Date: _____

Signature: _____

Office Staff Signature: _____ Date: _____

GOOD SHEPHERD HALL RENTAL AGREEMENT

Please read and initial the following if you agree to them:

- _____ I have read and understand the Good Shepherd Hall Usage, Scheduling, Food, and Setup/Cleanup Guidelines.
- _____ I understand that I am responsible for setup and cleanup of facility before and after my event.
- _____ I will never loan out a key or key card to anyone. It will remain in my possession at all times. I will return keys/key cards in a timely manner when our event(s) has ended.
- _____ I realize that I am financially responsible for any and all damages that occur while I am using the facility including the A/V equipment.
- _____ I agree to pay the cost of re-keying the whole facility if I lose my key.
- _____ I understand that I can only use blue painters tape if attaching decorations to wall.
- _____ I understand that tape and other adhesives which leave a residue on the floor are not permitted.
- _____ Neither Holy Spirit Church nor the Catholic Diocese of Wichita will be responsible for any personal or other injury, or property loss, arising out of any event occurring on any parish property.

Print Name: _____ Date: _____

Signature: _____

Office Staff Signature: _____ Date: _____

GOOD SHEPHERD HALL FEE SCHEDULE

Facilities Use Fee

- \$100-250 suggested donation for active stewards registered in the parish
- \$500 for inactive stewards, non-parishioners or special use circumstances.

Damage Deposit (refundable if no damage occurs)

- \$200

Cleaning Fee

- \$250

Total Fees Payable to Church of the Holy Spirit

Use Fee

Damage

Cleaning

Other

A check for the damage deposit must be turned in to the Parish Office to reserve a date for an event. Another check can be written for the facilities use and cleaning fees, which is due 30 days prior to the event. Make checks payable to "Church of the Holy Spirit."

Fees listed below are paid directly to security officers and bartenders on the day of the event. Security guard checks should be payable to individual officers, and bartender checks should be payable to "Knights of Columbus." These fees are subject to change and are not determined by the parish office.

Security (if alcohol is served)

- \$60 x _____ hrs x _____ Officers (1 per 150 people)

Bartending

- We provide bar and bartenders through our Knights of Columbus. You provide alcohol, cups, and napkins. The Knights request a minimum donation of \$250.

Office Use Only

Last Revised 11/14/2024

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Name of Responsible Party _____ Phone # _____

Address _____

Email _____

Date/Time of Event: _____ Begin: _____ End: _____

Setup Time: _____ Alcohol: Yes No

of People Expected _____

Scheduled on the "Private" Parish Calendar: _____ (Initials and Date)

Key Card Issued: _____ (Initials and Date)

Key Card Returned: _____ (Initials and Date)

Renter Insurance Coverage Verified: _____ (Initials and Date)

Knights Notified: _____ (initial and date)

Goddard PD Security Scheduled: _____ (initial and date)

Take Renter to hall and show them the following. Initial when complete:

✓ Show Renter how to use keys/make sure they work (including Allen wrench key) _____

✓ Show renter where supplies are located: _____

1. Toilet Paper
2. Paper Towels
3. Mop
4. Trash bags and ties