

St. Joseph's Church

PARISH CENTER POLICY



The Parish Center is a facility to be used by the St. Joseph community for parish ministries, social events, fundraisers, and other activities vital to both the spiritual and social life of the community. When available, it may be used by groups or individuals as long as the event/activity is consistent with catholic values.

St. Joseph Parish reserves the right to deny or cancel any rental agreement with any individual or group that intends to use parish facilities in a way that contradicts the basic tenets of our Catholic faith. Renters shall take all means necessary to respect the solemnity of the church area near the Parish Center and not to allow any act, music performance, or other event that would interfere with any church service or would be inappropriate for a Christian facility.

The St. Joseph Parish Center facilities are available to rent for receptions, meetings, dinners, parties, or other events with occupancy up to 180 people. The following are guidelines to make your event at the St. Joseph Parish Center run as smoothly as possible. These guidelines are established for your benefit so that the rental date, including set-up and decorating of the hall, are carried out without any problems. These guidelines are also to ensure that the parish facilities are not damaged in any way. If you are unsure of any of these guidelines, please ask for clarification at the time the rental agreement is signed.

RENTAL FEES

	Parishioner Rate	Non-Parishioner Rate
Parish Center (First hour)	\$75	\$125
Each additional hour	\$25	\$100
Security Deposit	\$100	\$150
Kitchen fee (if approved)	\$100	\$150
Special Events Insurance*	≈\$100-\$110	≈\$100-\$110
Your Own Certificate of Insurance*	\$0	\$0

All fees are subject to change and the rates used are at the discretion of the Pastor.

ROOM CAPACITY

Room capacity varies by table and chair configuration, special items (podiums, projectors, etc.) and/or other factors. The figure below is maximum occupancy as set by the Pittsfield Fire Department.

Parish Center: 180

This figure is set by the Fire Marshall. Realistically you may comfortably seat 180 people at tables. Dance floor, head tables, gift tables, catering tables, registration tables, etc. will lessen the number seated at tables.

RENTAL PROCEDURE

All scheduling shall be done through the Parish office, which can be reached by calling (413) 445-5789. **No contract can be confirmed until a complete Rental Agreement has been submitted, approved and payment as set forth therein has been received.** A parishioner may hold only one open contract at any time, unless approved by the pastor.

Each renter shall pay one half (1/2) of the rental (non-refundable) and the full security deposit upon execution of the agreement with the parish. The balance of the rental fee shall be **paid no later than 30 days prior** to the rental date. Of these amounts, only the security deposit shall be refundable in the event of a cancellation. The security deposit shall be returned within thirty (30) working days from the rental date provided the premises are returned in the same condition as when rented, the renter has abided by the terms of the rental agreement, and all other sums due by the renter have been paid to the parish.

The Diocese of Springfield requires Special Event Insurance when a center is rented out to individuals or outside organizations. The renter can either provide a Certificate of Insurance naming the Diocese of Springfield and St. Joseph's Church as "additional insured," or they can obtain Special Event Insurance Coverage from the Diocese for approximately \$100 to \$110. Application for Special Event Insurance coverage must be made no sooner than 6 months and no later than three weeks prior to the event. Please use the attached form if you require this insurance.

Fees may be paid by check made payable to St. Joseph Church.

All rentals shall be on a first-come, first-served basis, and will be accepted up to twelve (12) months prior to the event. Certain dates and holidays are blocked out for rentals due to annual events and services. A waiting list will be maintained for the twelve-month open period. As this facility was built to benefit the parishioners of the St. Joseph's Church, active parishioners are given a discount to the fees, as shown above. To receive the discount, the event must be for the direct benefit of the active parishioner or his or her household members and no other beneficiary.

An active parishioner is one that is:

- 1) Registered in the Parish,**
- 2) Actively participates in Parish activities, and**
- 3) Returns Gods gifts to the Parish Community through stewardship donations of time, talent and/or treasure.**

Use of areas other than the parish center needs to be arranged well in advance of the event. Use of the kitchen (see Kitchen Use) shall be arranged at the time of the original rental agreement, as there is a fee for its use.

GENERAL RULES COVERING RENTALS

The operating hours are Monday through Friday 8:00 a.m. to midnight, and Saturday from 8:00 a.m. to 3:00 p.m. and 5:30 p.m. to midnight. Because of church masses, any Sunday rentals are contingent upon parish approval. In general, rental starting periods vary, but the end of the event may not be past midnight. Alcohol may not be served past 11:30 p.m. At the time the Rental Agreement is completed, the beginning time and ending time of the event must be set. Rentals are for the area(s) specified in the rental agreement only. No use of any other area within the building is allowed. The renter shall take all reasonable means to ensure guests and children stay within the rented areas. Indoor food and beverage consumption may not extend beyond the rented area, specifically into non-rented areas.

Young children must be under the direct supervision of an adult 18 years of age or older. The entire building is smoke free. The renter will take all means necessary to enforce the parish's smoking rules and shall ensure that the parish center remains a smoke-free facility throughout the term of the renter's occupancy under the terms of the rental agreement.

The staff at St. Joseph will be responsible for all set up and break down for private functions. Renters are expected to furnish a setup diagram for tables and chairs to the parish office two weeks prior to the function. Time allowed for decorating is considered a courtesy beyond the rental period and must be done when there is no other conflict in scheduling. If no other event is scheduled, the renter may decorate the rented space the evening before or during the day before their event is scheduled. This must be cleared with the Parish Center Coordinator's office at least three days prior to the event.

Once the parish center is set up per the setup diagram, the renter shall not move or re-arrange these furnishings. No furniture shall be removed from the facility at any time, nor should any doors be propped open or exits blocked in any way, as this is in violation of the Fire Codes.

All internal events are responsible for setting up and breaking down for their event.

Any unused materials must be removed at the end of the event unless otherwise approved by the Parish Center Coordinator.

The following are PROHIBITED from the facility at all times: unauthorized intoxicants, illegal drugs, firearms, fireworks, illegal gambling, animals (except service dogs), or media that is inappropriate for a Catholic facility.

Any representative of the parish or police officer shall have the right to gain access to the premises for administration of the Rental Agreement and/or law enforcement purposes.

Functions involving young people under the age of 18 years of age must have adequate adult (over 18) supervision as follows:

- Up to grade 8: one adult for every 10 children
- Grades 9-12: one adult for every 12 children.

DECORATING AND SPECIAL EFFECTS

Table and freestanding decorations are encouraged. Nothing may be placed on the walls, doors or windows. No tape, fasteners, nails, screws, glue, glitter, pins, bubbles, items hanging from the ceiling or sprinkler heads or other materials which may deface room surfaces. No construction or painting of decorations on the parish property is allowed. Likewise, no rice, confetti or birdseed is allowed on parish property. No tape, wax, sawdust, silicone powder, etc. is to be used on the floors. Candles or open flames are not allowed, although decorative votive candles, tapered candles on the head table only, and Sterno burners for chafing dishes are allowed to be used as long as proper precautions are taken.

Lights and speakers for bands and sound systems shall be freestanding and placed away from walls, crossbeams, and ceiling tiles. Band or sound system personnel should inspect the area well in advance of the event to ensure proper power supplies are available for their equipment. No special effects, such as pyrotechnics, flash pots, fog machines or other such equipment shall be used.

Temporary heat sources are not permitted in the facility at any time. Extension cords must be rated to carry the load for which they will be used. It is not permitted to tape cords to the floor. An entry mat will be provided to cover cords in the event they must be traversed.

All decorations and effects are to be removed from the facility upon the completion of the event.

EQUIPMENT

Please view the facility prior to your event to determine what materials you may need to bring. Rental of the facility includes the use of our tables, chairs, beverage areas, sinks and counter space. We supply trash cans, trash bags, dry mops, wet mops and buckets and limited other supplies for clean-up. Only when your band or DJ is unable to provide a microphone will the parish permit use of our sound system. The parish center sound system is designed for the parish center space only and must be set up for use by parish personnel. In no way is our sound system to be used by a band or DJ, e.g., as an additional amplifier.

All parish activities requesting equipment must complete the appropriate Event Information Sheet.

Operation, repair or service of audio-visual equipment brought into the building by the user group is the responsibility of that group.

KITCHEN USE

All food served on premises and food preparation done in the Parish Center kitchen must be done in accordance with ServSafe guidelines. A ServSafe certified person must be in charge, and a copy of the ServSafe certificate must be included in the Parish Center rental agreement.

The renter or their caterer is responsible for supplying all consumables (e.g. coffee, creamer, etc.)

Any non parish affiliated kitchen use events require a special event permit from the health department.

No outside cooking or grilling is allowed on the parish grounds without prior written approval from the Parish Center Coordinator.

ALCOHOL SERVICE AT EVENTS

If alcohol is to be **SOLD** at the event, a Single Day liquor license must be obtained from the Licensing Board. Notice this only refers to alcohol being **sold!**

St. Joseph's Church does not provide beverage service. It is strongly suggested that a professional beverage server be engaged for your event. No person under 21 years of age shall be served, furnished, or consume alcoholic beverage on the parish grounds. Alcoholic beverages shall neither be served after 11:30 p.m. nor consumed after midnight. In any case, the last call will be made one-half hour before the ending time of the rental agreement. No intoxicated person shall be served or provided with any alcoholic beverage. Checking the ID of anyone who appears to be younger than 30 years of age is a requirement of the rental agreement and is the renter's responsibility. There are severe consequences of violating this rule, as specified in the rental agreement – the police will be called! Any representative of the parish or a police officer shall have the right to gain access to the premises.

NOISE POLICY

Please inform your DJ or band that the sound is to be kept to a reasonable level. The Parish Center Staff will determine what is reasonable.

We will inform the DJ or band if the sound is too loud. If we are required to make the request to lower the volume more than 2 times during an event, the event will end.

RETURN OF FACILITY

The facility must be left in the condition it was rented or the security deposit may not be returned in full and any unusual cleanup or repairs required as a result of the event, which exceeds the security deposit, will be billed to the renter.

The user will be responsible for any damage done in the Parish Center by their guests.

Specifically, to be considered left in the condition it was rented, the rented area must meet the following: All personal property belonging to the renter and his/her guests are removed

- ◆ All food is removed
- ◆ All decorations removed
- ◆ All tables cleaned off, tablecloths or covers removed
- ◆ All trash picked up from the room(s) rented, the hallway and parking lot and put into trash containers.
- ◆ The renting party is responsible for making sure they or their caterer completely cleans the kitchen area if it is used. This includes removing all food and cooking equipment, cleaning all tables, counter tops and sinks, removing all trash to the dumpsters, sweeping the floor and wet mopping the floor as needed. **This is critical to the security deposit refund**

EVENT CANCELLATION POLICY

St. Joseph reserves the right to cancel an event at any time, for noncompliance with our policies (including failure to provide information showing the purchase of Event Insurance) or if the guests are deemed to be creating a disturbance. The Parish Center Coordinator will be responsible for making this decision.

If you have any questions concerning this policy document, please contact the parish office at:

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