



SAINT NICHOLAS Catholic Church

Facilities Usage, Policies and Procedures

Saint Nicholas Catholic Church and School facilities will be made available for parish, parishioner, and non-parishioner activities consistent with the Mission and values of Saint Nicholas Catholic Church as listed below:

“We, the people of Saint Nicholas Parish, through our loving relationship with the Father, Son and Holy Spirit exist to spread the good news of the Gospel of Jesus Christ to ourselves, our children, and the world. We share the Good News of Jesus Christ through the Word of God, the Sacraments, and service by the power of the Holy Spirit and as part of the Roman Catholic Church.”

Groups with Access to Saint Nicholas Catholic Church and School

- a. Activities sponsored by the Parish
- b. Activities sponsored by the School
- c. Activities sponsored by other Catholic Parishes in the surrounding area
- d. Other community activities
- e. Private groups with parishioner(s)* involvement
- f. Private groups without parishioner(s)* involvement

*Parishioners are defined as a person/family officially registered through the parish office and actively participating in the life of the parish via time, talent or treasure for a period of one year prior to any inquiry and request to reserve space.

Saint Nicholas facilities and equipment will be made available only to groups who meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of Saint Nicholas.
- b. Groups who are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.
- c. Non-profit groups who can present a written statement of purpose, the reason for meeting, and names of its officers or leaders.

Saint Nicholas reserves the right to cancel any use agreement at any time if the group is not in compliance with Saint Nicholas' mission and Facilities Guidelines & Policy.



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Operations

1. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the Parish Office by the Parish Secretary. Normal Office hours are 8:00 am – 4:00 pm Monday through Thursday; hours vary around holidays.

2. Facilities Guidelines & Rental Agreement

Upon request to schedule an event, a copy of the Facilities Guidelines & Rental Agreement will be given or sent by Saint Nicholas to the requesting group. Within 10 business days, the Rental Agreement, security deposit, payment, and Certificate of Liability Insurance or Proof of Insurance must be completed, signed, and returned to Saint Nicholas. If these are not received within 10 business days, your reservation will be cancelled.

3. Security Deposit

A refundable security deposit in the amount of \$100 is due within 10 business days of reservation confirmation regardless of facility(ies) reserved. The security deposit check will be held until after the event and returned if not needed. Damage to the property will result in forfeiture of the security deposit (minimum of \$100) or the actual cost of the repair, whichever is greater net of the security deposit.

*Additional fee of \$50 will be charged to non-parishioner events.

4. Insurance

There are risks connected with activities. Saint Nicholas Catholic Church and School is not responsible for injury to participants or group attendees. This includes suits and demands whatsoever in law or in equity.

Saint Nicholas requests the facility user to provide the parish/school with a **certificate of insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence**. This Certificate of insurance **must name Saint Nicholas Catholic Church and School and the Diocese of Green Bay as an "Additional Insured."** It is not adequate to obtain a certificate of insurance, which it only names Saint Nicholas Church and School as a "certificate holder." *Facility user may provide signature on rental agreement verifying that they carry homeowners/renters liability insurance coverage, and provide name of insurance company, in place of certificate of insurance.

In certain situations, as outlined by the Diocese of Green Bay, an Adult Hold Harmless/Indemnity Agreement must also be signed.



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5. Cancellation Policy

Cancellations should be called into the Parish Office at 920-788-1492 at least 48 hours in advance. A cancellation fee of 25% of the original rental fee may be collected. Security Deposits and Rental Payments will be returned, less any cancellation fee.

General Facility Guidelines and Rules

1. Access to Facilities

- a. Groups are restricted to only those areas of the building and grounds it has reserved. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for a specific event. Evidence of usage including video surveillance footage or other evidence of non-reserved areas will forfeit your security deposit.
- b. Designated doors will be programmed to unlock and lock at your designated reservation times. These times will be confirmed in the rental agreement.
- c. Groups with involvement under the age of 21 must have a responsible party (21 years of age or over) present at all times to supervise the activity. When a group of minors exceeds 25 people, additional supervisors (21 or over) must be provided in the ratio of no less than 1 to 25. The younger the minor, the greater the supervision required.

2. Set-Up

- a. Parish equipment, tables, and chairs, etc. are available only on request. Audiovisual room will remain locked unless arrangements are made beforehand.
- b. Any table/chair setup and cleanup are the responsibility of the reserving group.
- c. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place.
- d. Posters, decorations, etc. shall not be attached to walls or ceilings without prior approval. **Do not** use nails, screws, tape, or permanent hardware on any building walls.

3. General Rules

- a. Each group and its sponsor are to ensure proper behavior and conduct is maintained during the use of our facilities. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility and your security deposit will be forfeited.
- b. A responsible adult 21 years or older must supervise children at all times on Saint Nicholas premise. No open or walk-in usage allowed for insurance and security reasons.
- c. Smoking is **prohibited** on St. Nicholas property.
- d. There shall be no illegal drugs allowed in the buildings or on the grounds.



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- e. There shall be no alcoholic beverages allowed in the buildings or on the grounds by outside organizations.
- f. Food and beverages will not be allowed anywhere other than the Kitchens, Fellowship Hall and Parish Hall without specific prior approval of the Business Manager.
- g. Cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group reserving facilities. If necessary, the renter will be billed at the rate of \$20.00 per hour for any work done to restore facility to original condition.
- h. There shall be no furnishings of any kind removed from the building without permission.
- i. Saint Nicholas will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
- j. Use of the Saint Nicholas facilities does not imply endorsement or sponsorship of an event in anyway by Saint Nicholas Church and School.
- k. Saint Nicholas may not allow rental or use of our facility to any for-profit group intending to make money during an event at our facility.
- l. Saint Nicholas does not allow any political campaigning activity on its premises.
- m. Saint Nicholas reserves the right to have a representative present at any event held on Saint Nicholas property.

4. Kitchen Facility Rules

- a. The Serving Kitchen in the Fellowship Hall is designed mainly for warming and serving purposes. Major food preparation should be done off premises. Refrigerator, stove, and sink must be left clean.
- b. The Kitchen in the Parish Hall is to be used as a serving kitchen. Professional caterers are encouraged to prepare food off premises. Refrigerator, stove, and sink must be left clean.
- c. All items in refrigerators and pantries are property of Saint Nicholas and are not for general use.
- d. Lessee must provide all paper products; items in cupboards, pantries and refrigerators are not for general use.
- e. Dispose of all leftovers; please do not leave any items brought to Saint Nicholas in the refrigerator.
- f. Any equipment or appliances used must be washed and returned to proper place and condition.
- g. Turn off the stove and all other appliances.
- h. Wipe off counters, range tops, ovens and microwaves if used.
- i. Clean sink of all debris.
- j. Vacuum carpeted and hard-surface floors; wipe up all spills.
- k. Recycling is encouraged; please remove all recyclables to the recycling dumpster.



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- l. Remove all trash to garbage dumpster.
- m. Turn off lights and close the kitchen the door when you leave.

5. Gym Facility Rules

- a. When scheduling, please request use of gym equipment if needed. No equipment may be used if not given prior authorization.
- b. Only proper court shoes are allowed in the gym for participants in gym activities, excluding spectators.
- c. **No food or drink allowed in the gym.**
- d. Thermostats – Temperature in gym is pre-set according to pre-arranged gym use. Do **NOT** adjust temperature controls!
- e. Dunking the basketball is prohibited on all rims. Hanging on rims, nets or basket supports is prohibited.
- f. For basketball, if the basket is lowered, it needs to be brought back up to ten feet at the conclusion of the session. Directions for usage will be provided when applicable.
- g. Playing or climbing is not allowed on the bleachers.
- h. **No softballs, baseballs or bats may be used in the gym.**
- i. Gym floor must be “mop-swept” (dry mopped) both before and after every use and dirt disposed of in waste container.
- j. Turn OFF all gym lights when leaving.
- k. Gym occupancy capacity is 299.
- l. Bleacher capacity is 20 per bleacher.

6. Equipment/Furnishing/Supplies Rules

- a. Parish owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from the church for any personal use.
- b. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.
- c. If Saint Nicholas' audio-visual equipment is to be used for non-parish sponsored events, a parish staff member is required to run the equipment. There is a minimum \$100 fee, depending on the services required.

7. Clean-Up

- a. All groups using the facility shall be responsible for cleaning up the space used.
- b. Any group using a room must return table and chairs and all fixtures to their original position after use.
- c. The space shall be left clean, all trash or garbage shall be disposed of in the dumpster and all recyclables to the recycling dumpster.
- d. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.



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- e. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else involved in your event is in the building before leaving.

8. Exterior Use Rules

- a. Cars or trucks are restricted to the asphalt paved areas (parking lot/driveway).
- b. The drilling of holes in the parking area pavement (tents), or any other alteration of the exterior grounds or facilities is prohibited.
- c. Trash should be disposed of in the dumpster.

Note: These policies are written in order to insure the comfort, enjoyment and safety of all of our parishioners and guests. Failure to abide by these policies result in the immediate suspension of building usage for the offending coach/host and his/her group(s).

7/6/2021