

# APPLICATION FORM: Use of Parish Center

St. Philip Church  
112 Capital Ave NE  
Battle Creek, MI 49017  
269-968-6645

Name of Individual: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact for Organization: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone:

home \_\_\_\_\_ cell \_\_\_\_\_ work \_\_\_\_\_

Date requested: \_\_\_\_\_

Time: from: \_\_\_\_\_ to : \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

If Application is accepted, we understand that we shall provide Indemnification Form (waiver of liability for \$500,000) or purchase through Michigan Catholic Conference the necessary insurance. We agree to abide by the requirements of the Parish Center Facility Use. Fees are per event:

- \_\_\_\_\_ \$75.00 for events with 50 people or less
- \_\_\_\_\_ \$150.00 for events with 50-100 people
- \_\_\_\_\_ \$200.00 for events with 100-150 people
- \_\_\_\_\_ \$300.00 for events with 150 people or more
- \_\_\_\_\_ \$100.00 for the use of the kitchen
- \_\_\_\_\_ \$25.00 for use of the AV Equipment
- \_\_\_\_\_ \$100.00 MCC Insurance

All events must pay a **\$25.00 key deposit** that will be refunded upon the Return of the key card. **AV equipment remote controls require a \$50 deposit**, refunded upon return of all remotes.

Signed: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

St. Philip Catholic Church  
**Facilities Usage Procedure**

**General Principles**

1. The utilization of parish facilities is a responsibility of the Parish Office in conjunction with the Representative of the ministry involved.
2. The highest priority for use of any facility will be for those events sponsored by a ministry that is part of a parish mission.
  - This will be termed “*internal use.*”
3. Use of a facility, even by a parish ministry, is on a first come-first serve basis.
  - In case of conflict this may be changed with consent of the Representative of the mission/group involved.
4. Approval for all external groups may come to the Parish Office and made in conjunction with the appropriate Representative with final approval of the Pastor
5. Virtus training is required for all adults working at *internal or external* events involving children.

**Internal Use**

1. Defined as any event sponsored by a ministry of the parish or as a mission of the Church
  - The ministry areas are: Church Committees, Adult and Youth Formation, School Alumni, Sunday Suppers, Religious Education, Liturgy and Music.
2. Additional groups considered to be internal are: Catholic School events, Diocesan and events of organizations affiliated with the Church, i.e. Knights of Columbus, St. Vincent de Paul, Council of Catholic Women.
3. All parish liturgical and sacramental celebrations, the preparations and gatherings that support them, are considered internal use, e.g. weddings, wedding rehearsals, funerals and funeral luncheons, but does NOT include wedding receptions, private First Communion, Confirmation parties or family celebrations.
4. Attendees of these events may not be charged a participation fee with the exception of books and materials.

**Procedures for scheduling an internal event:**

1. An event must be sponsored by a ministry of the parish. A **major event** is one that uses all of the Church, Parish Center or Gymnasium. If it is a major event you need to schedule or put a hold on all rooms as your event would impact smaller events or meetings nearby.
2. An event must meet with approval of the Representative only once if it a recurring event.
3. The Representative will include a contact person and phone number.

4. The location of the event along with title of the event must be on the Facilities Scheduler with the contact information listed in the remarks.
5. Conflicts are to be resolved by the appropriate Representative and/or Administration.

## **External Usage**

1. **General Definition: An event not sponsored by a parish ministry.**
2. **Every group using St. Philip's facilities must provide a waiver of liability** (usually their home owner's policy) two weeks prior to the event or apply for the same from the Michigan Catholic Conference. This information is obtained from the Parish Secretary.
3. Facilities are scheduled on a first come, first serve basis. Parishioners may schedule use of our facilities up to six months in advance. Groups with no affiliation to St. Philip's may schedule an event up to six months in advance. **NO SUNDAY EXTERNAL USE.** We reserve the right at the discretion of the Pastor to make final decisions.
4. St. Philip's will extend external usage for recurring use for only a sixth month period at a time. This may be renewed upon request and approval of the Parish Office.
5. Alcohol usage for external use will be permitted with the approval by the Parish Office and the Pastor. Proper insurance is required along with following parish guidelines for use of alcohol.
6. No event may be scheduled that is contrary to the teaching, custom, or mission of the Church or of the Parish.
7. **Fee Structure:** Individual parishioners or groups of parishioners may rent our facilities for private use. However, there will be a fee for the room and a separate fee for AV equipment use. A deposit is required for keys and also for the remotes for the AV equipment, this deposit is refundable upon return of keys and remotes. Directions for your portion of clean-up will be provided. The party would be responsible for locking the facility and returning the key to the parish office.
8. The fees for use of our Parish Center are as follows:  
\$75.00 per event date provided there are 50 people or less.  
\$150.00. for events with 50-100 people.  
\$200.00 for events with 100-150 people.  
\$300.00 for events with 150 people or more  
\$100.00 for the use of the kitchen  
\$25.00 for use of the AV Equipment  
All events must pay a \$25.00 key deposit that will be refunded upon the Return of the key card. AV equipment remote controls requires a \$50 deposit, refunded upon return of all remotes.
9. In accordance with IRS laws no group may use this facility for political purposes.
10. Upon recommendation of the Representative, the Administrative Team, and the Pastor, a fee may be waived for individual and groups if the purpose of the

event is considered to further the mission of the parish, sustain or enrich parish life, or assist the parish in serving the greater secular community.

11. **The Parish will NOT lend property to any individuals or groups to be removed from our site.**
12. **We reserve the right to limit the use of our facility at our discretion.**
13. **St. Philip's reserves the right to cancel any event at any time.**

## **Alcohol**

1. Alcohol is only permitted for events that have been approved by the Parish Office and the Pastor with proper insurance and documentation on file at the parish office.
2. Do NOT allow BYOB functions. You cannot control consumption.
3. When serving liquor, it should be dispensed by a licensed bartender (or an individual who has had sufficient training in serving drinks and able to identify the signs of an intoxicated person).
4. In no instance should a bartender be allowed to drink alcoholic beverages.
5. Liquor should never be served to an individual who is under the legal drinking age of 21.
6. Drinks should be measured appropriately, i.e.: mixed drinks should contain no more than 1 oz. of distilled 80 proof spirits; wine limited to 5 oz. glasses; beer serviced in 12 oz. containers.
7. Make sure that there are plenty of non-alcoholic beverages available, such as "mocktails" or punch.
8. Have plenty of food to eat, such as high-protein foods rather than sweet or salty foods. Push the snacks, not the alcohol.
9. The drinking should have a time limit so that the bar is not open all evening. For example, allow only 45 minutes for cocktails. Also, bring out coffee early in the evening as a signal that the drinking is over (the coffee will not sober anyone up, but it will cut off drinking more alcohol). Never offer "one for the road." If the bar is open during the course of the evening, have a policy that the bar be shut down at least one hour before the evening event will end.
10. Selected, responsible adults should be out in the general area monitoring drinking activities and overseeing that minors are not consuming alcoholic beverages.
11. At the entrance to an event where alcoholic beverages will be served, assigned adults should be checking IDs for age when questionable.
12. Safe transportation should be promoted by providing transportation alternatives to driving for the intoxicated individual (a sign stating this policy should be posted).