

Holy Cross Parish

4049 Gordon Head Road, Victoria, B.C. V8N 3X7

Tel: (250) 477-5321, Fax: (250) 721-1844, E-mail: office@holycrossvictoria.org

Church and Parish Centre Use – Policy 2008

The following Church and Parish Use Policy contains information regarding the use of the Church and Parish facilities. This policy forms a part of all rental agreements so it is imperative that it is read and understood. Questions may be directed to the Parish office.

1. **Use of the Church and Parish Facilities** are subject to the approval of the Parish Council and Pastor. The use of the facilities is subject to the facilities not being required for Parish purposes. Priority for use will be given in the following order:
 - a. Religious activities organized or sponsored by the Pastor, Parish Council or a recognized Parish group.
 - b. Other community or social events organized or sponsored by the Pastor, Parish Council, a recognized Parish group or individual parishioners.
 - c. Activities sponsored by groups outside Holy Cross Parish that conform to Catholic Principles.
 - d. Other groups outside Holy Cross Parish.
2. **Application** can be made to use the Church and Parish Facilities by filling out the application form, available from the office or at www.holycrossvictoria.org. All rentals for parishioners, non-parishioners, Church organizations and others require a completed application. All rentals are subject to the approval of the Parish Council and Pastor.
3. **A Representative** of the Lessee, as named on the application form, must be on the premises at all times during the event and will be responsible for the orderly conduct of its participants and attendees.
4. **Rental Fees** amounting to 50% of the total rental are required at the time of signing the Rental Agreement. The balance is due at least 10 days prior to the event. Payment may be made in cash or cheque, made out to the order of “Holy Cross Parish”.

All rental fees are at the discretion of the rental committee and will be considered on an individual basis.

Full rental fees may be asked of:

1. Organizations whose purpose is to make profit for their shareholders or owners;
2. Wedding receptions and other family affairs.

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Nominal rental fees covering expenses (eg. Utilities, cleaning) may be asked of:

1. Organizations for Public Teaching or local social institutions (eg. Garden clubs, college groups, etc.),
 2. Non-profit organizations which serve the community.
5. **Damage Deposit:** A damage deposit is payable at the time of booking (cash or cheque made payable to “Holy Cross Parish”). The damage deposit will be retained until the key has been returned and the facilities have been checked by the Rental Committee. Should any damages be incurred, or cleanup required, the costs of repairs and/or labour for cleanup of facilities will be deducted. Any damage costs exceeding the deposit amount will be the responsibility of the Lessee. The Damage Deposit shall be \$200 which includes a \$25 key deposit. Cleanup fees charged against the Damage Deposit will be at the rate of \$50/hour.
6. **Cancellation and Refund of Deposit Policy:** To cancel the rental contract, written notice to this effect must be received by the parish office. Written notice given:
- a. 30 days prior to the event, a full refund will be given,
 - b. At least 72 hours notice, a refund less 25%, and
 - c. Less than 72 hours notice, no refund.
- If a rental agreement is cancelled by Holy Cross Parish due to requirement of the space for Parish purposes, or for other reasons, a full refund will be given.
7. **Licences:** The Lessee must acquire and provide proof of any liquor and/or lottery and/or other licences as required by Law, to hold such an event.
8. **Liquor Liability Insurance** is mandatory for all non-parish events where liquor is being served. This insurance may be purchased from the Diocesan Centre (provide proof), or **Lessee** may provide a copy of their own insurance policy. However, **The Lessee** must arrange to have the Diocese of Victoria named as an additional insured on the policy.
9. **Liability Insurance:** Non-Parish based groups shall provide proof of Liability insurance to the amount of at least two million dollars (\$2,000,000.00).
10. **Capacity:** The maximum capacities are: Church 300, Chapel 50, Hall 80, Library 8, Meeting Room 10.
- Both** kitchen areas are **NOT** cooking facilities but a coffee and serving area, food may be warmed in the hall kitchen. Fridges are to be cleaned thoroughly after use.

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Setup: Access to the premises for the purpose of setting up for the event shall be included in the rental agreement. The Lessee shall make arrangements with the office for any special arrangements (eg. Piano, microphone, access to extra tables and chairs: It is the Lessee's responsibility to set these up). Decorations and other alterations that leave marks, tape residue or holes in the premises are not permitted.

11. **Use:** It is expected that the Lessee shall use the Parish Facilities so as not to cause damage or abuse of the premises, equipment or fixtures, not to make undue or disturbing noise nor cause a disturbance. In respect of the neighbours, function noise shall be minimal after 10 pm. The Lessee shall have, at all times, a representative on the premises who will be responsible for the orderly conduct of its participants and attendees.
12. **Cleanup:** The Lessee shall ensure that the facilities are cleaned and returned to their original state by the time specified to leave the premises. Garbage is to be placed in the dumpster and food removed from the premises. Any items removed for cleaning (eg tablecloths) shall be returned clean, within 72 hours. Failure to properly clean up the premises will result in cleaning costs being deducted from the damage deposit. It may be possible to arrange for cleaning services at a cost of \$50/hour. Please consult the office as to the availability of this service.
13. **Smoking:** All church property is a **non smoking area**.
14. **Fire and Safety:** The Lessee shall comply with all police, fire, sanitary and such other laws and regulations implied by any municipal, provincial or federal authorities. The Lessee shall ensure that fire regulations are obeyed, maximum occupancy numbers are not exceeded, doorways and fire exits are not blocked. The Lessee shall inform themselves as to the location of fire extinguishers and their use, and take charge of attendees' safety in the event of a fire.
15. **Food:** The kitchens are not to be used for the cooking of food. When food is offered at a function the Lessee shall ensure that a qualified Food Safe person is present. (copy of certificate to be displayed and a copy to the office).
16. **Lockup and Key:** At the end of the rental period, the Lessee shall ensure that the Church and Parish Centre properties are locked. The key shall be returned to the office during business hours. At the discretion of the office it may be deemed necessary for the Lessee to maintain a Parish representative on the premises during a function and/or for the purpose of locking up. In that case the Lessee will be responsible for such costs.

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17. **Parish Access:** The Parish may, at any time during the function, enter the facilities for such purpose as it may deem necessary.

18. **Emergency contact** details are on display in the Church Foyer and on the notice board in the hallway of the Centre and by the phone in the kitchen.