

GOOD SHEPHERD "COMMUNITY CENTER" RESERVATION REQUEST FORM

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BY THE GROUP LEADER and returned or faxed (913-631-3539) to the parish office. Additional information, conditions and/or changes may be necessary before scheduling can be completed. Please read and keep the attached "Rules" associated with the CC usage.

EVENT DATE(S): _____ TIME START: _____ END: _____

GROUP NAME (if applicable): _____ NUMBER EXPECTED: _____

LEADER NAME: _____ FAX #: _____ (H/W/C#): _____

LEADER ADDRESS: _____ CITY _____ ZIP _____

NATURE OF ACTIVITY: SOCIAL _____ ATHLETIC _____

BRIEF DESCRIPTION OF YOUR EVENT: _____

PLEASE CHECK FACILITY(S) REQUESTED:

- | | |
|--|---|
| <input type="checkbox"/> VOLLEYBALL EQUIP. | <input type="checkbox"/> STAGE |
| <input type="checkbox"/> WHOLE GYM | <input type="checkbox"/> CONCESSIONS AREA |
| <input type="checkbox"/> BASKETBALL EQUIP. | <input type="checkbox"/> MEETING ROOMS (1, 2, 3 or 4) |
| <input type="checkbox"/> BLEACHERS | <input type="checkbox"/> SOUND EQUIPMENT |
| <input type="checkbox"/> OTHER _____ | |

SPECIAL NEEDS

WILL FOOD OR DRINKS BE SERVED? (Y/N) _____ IF YES, \$250 DEPOSIT REQUIRED (**SEE RULE #5**)

COMMUNITY CENTER MATERIAL CHECKLIST:

- ROUND TABLES: (HOW MANY? : _____)
- SERVING TABLES – RECTANGLE TABLES (HOW MANY? : _____)
- CHAIRS (HOW MANY? : _____)
- OTHER: _____

PLEASE LIST ANY AND ALL **NON-PARISH MATERIALS** TO BE BROUGHT INTO THE COMMUNITY CENTER **IN DETAIL** BELOW. (SUBJECT TO APPROVAL BY DIRECTOR OF PARISH ADMINISTRATION)

As the group leader, I have read and agree to adhere to all the "Rules of Usage" of the COMMUNITY Center. I understand that failure to abide by any one of them may result in the loss of future CC privileges. I understand that this request must be approved by the Director of Parish Administration as to its appropriateness and/or safety to both the facility and/or guests.

Signature: _____ Date: _____

RULES OF USAGE OF GOOD SHEPHERD “COMMUNITY CENTER”

- 1.** Reservations by “Parish Groups” can be made up to **12 months** in advance. “Parishioner Events” can make reservation requests **12 months** in advance. Consideration for repeat events requests, those that occur on a regular basis, will be made on a case-by-case basis. In very rare circumstances, an event may need to be changed or reschedule.
- 2.** The group leader/event coordinator is responsible for the conduct of the entire group and will be held accountable for expenses incurred due to negligence, misuse or abuse to the facility.
- 3.** The Community Center is unavailable for use during the Holy Week Triduum, Holy Day Masses, Saturday/Sunday Masses and after 10pm. Exception to the 10pm rule must be approved in writing by the parish Director of Administrative Services.
- 4.** Events are scheduled using the following group priorities:
 - Parish sponsored programs/activities
 - Good Shepherd School programs/activities
 - CYO
 - Other parish sports
 - Scouting programs/activities
 - Other groups/activities at the discretion of the pastor and parish staff
- 5.** *Anyone* participating in an athletic event, parishioner or non-parishioners, must have coverage under their homeowners insurance for personal injury. The Church neither assumes nor carries injury liability coverage for athletic activities.
- 6.** For any athletic event, participants and leaders must wear non-marking gym shoes in good, clean condition. No cleated shoes allowed.
- 7.** Athletic events that include kicking a ball (such as soccer, football & kickball) are prohibited in the gym.
- 8.** All non-parish events are required to purchase special events insurance coverage from Catholic Mutual Group, the parish insurance carrier. This coverage costs \$95 and must be purchased at least 3 weeks prior to the event.
- 9.** To protect the overall condition of the CC but especially the wooden gym floor, if food or drinks are to be served, a \$250 refundable security deposit is required of any group at the time of the reservation request.
- 10.** **For athletic events**, food and drinks are permitted in the lobby, but are not permitted inside the gymnasium. It is the responsibility of the event coordinator to enforce this rule. **For social events**, food and/or drinks are permitted inside the gymnasium but they must be served from the concession or lobby area. The protective gym floor cover must be in place for all social events. Any negligence or damages to the CC due to the serving of food or drinks, including to CC tables and chairs, will be deducted from but not limited to the deposit.
- 11.** No furnishings of the CC are to be removed for any reason. Outside furnishings (tables/chairs) are permitted with pre-approval of the Director of Parish Administration. Any special event materials must be approved in advance and removed immediately following the event.
- 12.** Use of the CC concession area requires adult supervision at all times and is the responsibility of the event coordinator to ensure it is thoroughly cleaned, especially the appliances, inside and outside. Any goods/materials for sale or distribution must be removed from the kitchen immediately after the event.

- 13.** Every group must take responsibility for ensuring the CC is as clean as or cleaner than before their event, including immediate removal of items, supplies, decorations, etc, when the event is over. **Never leave standing water on the gym floor.** In the event of spills, use damp mop only.
- 14.** No one is to change the heating and cooling settings in the building for any reason.
- 15.** Unless given prior written approval, all gym equipment, including bleachers, etc, is to be left alone. Dunking on basketball goals will result in expulsion and loss of future use.
- 16.** On Fridays and Saturdays, since there is no “onsite” janitor present these days, the last scheduled event coordinator is responsible for seeing that all trash is picked up in the CC, spills cleaned, all windows closed, all lights turned out, and all outside doors locked. Trash should be collected and placed in the dumpster on the west side of the parish.
- 17.** For fee refunds, cancellation of the CC must be made in writing at least 30 days prior to the event.
- 18.** Outside doors may not be propped open. Access to other areas of the Good Shepherd is prohibited and all doors will be locked.
- 19.** Concessions may be sold during CYO athletic events with the prior approval of the parish Director of Administrative Services. Drinks and snacks should be consumed in the Community Center lobby.
- 20.** Event management is unique for each event.
 - The parish Director of Administrative Services and the CYO Athletic Director will determine who the event coordinator will be for CYO game days.
 - CYO coaches will be the event coordinator during their teams practice time.
 - A member of the parish staff will be the event coordinator for parish sponsored events.
 - The parishioner (group lead) will be the event coordinator for non-parish events. This is the same individual who signed the Community Center Usage Contract Agreement.

COMMUNITY CENTER EVENT CONFIRMATION AND CHECKLIST

(To be completed by the Parish Event Coordinator and sent to you 10 days after your event request)

THIS IS TO CONFIRM THE RESERVATION OF:

GROUP NAME: _____
GROUP LEADER: _____
EVENT DATE: _____ TIME START: _____ END: _____

FACILITY(S) RESERVED: (ALL CHECKED APPLY)

____ GYM
____ BASKETBALL EQUIPMENT
____ VOLLEYBALL EQUIPMENT
____ BLEACHERS
____ OTHER _____
____ SOUND SYSTEM
____ CONCESSION ROOM
____ MEETING ROOMS (1, 2, 3 & 4)
____ STAGE

“CONTRACT FOR CC USAGE” REQUIRED: _____ yes _____ no

If Yes, Total Amount Due: \$ _____ includes the following: _____
Payments Received: Deposit (if applicable) \$ _____ date rec'd _____ chk# _____
Balance: (7days prior): \$ _____ date rec'd _____ chk# _____
Paid in Full: \$ _____ date rec'd _____ chk# _____

\$250 SECURITY DEPOSIT REQUIRED: _____ yes _____ no
If yes, Check # _____ Date Rec'd: _____ Date check ret'd: _____

MAINTENANCE EXPENSE: _____ yes _____ no Amt due: \$ _____ Date rec'd: _____

\$95 SPECIAL EVENTS COVERAGE REQUIRED: _____ yes _____ no date rec'd _____ chk# _____

THE FOLLOWING CHECKLISTS ARE PROVIDED TO ENSURE A SUCESSFUL EVENT FOR YOUR GROUP AND OUR EXPECTATIONS. AN “X” INDICATES GROUP RESPONSIBILITY.

A) EVENT SET-UP

- ____ Pick-up key(s) listed: _____ from parish office (M-F: 8:00 a.m. – 4:00 p.m.).
- ____ Volleyball Equipment usage (received instructions on proper set-up and use)
- ____ Basketball Goals usage (received instructions on proper operation and given keys)
- ____ (# _____) Tables and (# _____) Chairs usage and set-up.
- ____ Sound System usage (received instructions on proper operation located in ticket office)
- ____ Understanding of all concession appliances operations, safety and care.
- ____ Special Materials OK'd: _____

B) EVENT TEAR DOWN/CLEAN-UP EXPECTATIONS

- ____ Tables and chairs returned to storage. (Do not drag tables!)
- ____ Trash picked up and cans dumped in dumpster on west side of Parish.
- ____ Kitchen thoroughly cleaned (including any utensils, supplies, appliances, etc) and materials removed
- ____ Damp mop floor in hallway and kitchen
- ____ Sound System turned off and microphones returned.
- ____ Windows closed, lights turned out and doors locked.
- ____ Return key(s) to Parish office.
- ____ Other: _____

FEES/DEPOSITS FOR “PARISHIONER SPRONSORED” EVENTS

Community Center Usage Fee Options/Terms:

- A) \$500 flat fee: **Whole Gym** (includes use of requested facilities)
12 hour maximum (includes set-up and tear down time)
 \$50 hour overtime rate
 ½ deposit due with this contract, balance due 1 week prior to event
- B) \$300 flat fee: **Whole Gym** (includes use of requested facilities)
6 hour maximum (includes set-up and tear down time)
 \$55 hour overtime rate
 ½ deposit due with this contract, balance due 1 week prior to event
- C) \$60/hour: **Whole Gym** (includes use of requested facilities)
1 hour minimum (includes set-up and tear down time)
 ½ hour reservation increments thereafter
 Must pay in full at time of request

Active, Member Discount:

As a sign of appreciation to those in our parish who have been active, supporting members of Good Shepherd for some length, the following discounts from the above “Usage Fee” schedule apply. This discount applies to the event leader only, and not as a result of their participation in the scheduled event. This discount does not apply to the “Additional Usage Fees/Deposits” that may be required.

<u>Active Member of GSP:</u>	5 - 9 years:	10% discount
	10 - 14 years:	25% discount
	15 - 19 years:	50% discount
	20 + years:	75% discount

Additional Usage Fees/Deposits:

- 1) \$250 Security Deposit: Mandatory for all social events involving tables/chairs and/or food/drinks. Must make separate check if applicable. Due with Contract.
- 2) Maintenance Expense: For larger social events, a separate charge for table and chair set-up and tear down and overall PC cleaning may be required. This is required for events with 150+ people. Due with Contract .
- | | |
|-----------------------|----------------|
| Less than 100 people: | \$100 |
| 100-200 people: | \$150 |
| 200 + | \$1/per person |
- 3) \$95 Special Events Coverage: This is a separate insurance policy from Catholic Mutual Group. Required for all non-parish sponsored events. Due with Contract at least 3 weeks before the event.
- 4) Gym Floor cover: \$300 fee required for non-athletic events that will utilize the gym floor.