

GOOD SHEPHERD CATHOLIC CHURCH
“SOCIAL HALL” (SH)
RESERVATION INFORMATION

FOR A NON-PARISH SPONSORED
“PARISHIONER EVENT(S)”

defined as:

Events/Activities that involve at least one (1) registered parishioner, who must be the event leader, but would also include guests (non-parishioners) of the event leader:

The “Social Hall” reservation process is as follows for Parishioner Events:

- 1) You may call the SH Coordinator, up to one year in advance for Parish members (no more than six months for non-members) during business hour, Monday-Friday, 8:00am-4:00pm to discuss:
 - A. Nature of your activity/event
 - B. Date(s) and Time(s) Opening(s)
 1. Social Hall usage must comply with the attached Time Guideline.
- 2) Complete the “Reservation Request” Form and return to the SH Coordinator
- 3) After initial confirmation of event by the SH Coordinator, review applicable “Fees Options/Deposit” attachment and complete “Contract Agreement” and return to Parish Office.
- 4) Approximately 2 weeks prior to event date, please review your event “Confirmation and Checklist” (see attached ‘sample’).
- 5) Follow all “SH Rules” (see attached)
- 6) *Have a safe and enjoyable event!*

In the fall of 1998, Good Shepherd parishioners moved to this new location from 71st and Bond. It came about as a result of prayers and sacrifices of so many through their pledges and donations.

Its primary purpose is to provide Good Shepherd parishioners and guests a place to worship, celebrate and socialize as a Christian community.

RULES OF USAGE OF GOOD SHEPHERD “SOCIAL HALL”

1. Reservations by event leader for non-parish sponsored parishioner events can be made up to 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 rescheduled.
2. The group leader is responsible for the conduct of the entire group and will be held accountable for all expenses incurred due to the negligence, misuse or abuse to the facility.
3. For social events, food and/or drinks are permitted inside the SH but they must be served from the kitchen or foyer area. Narthex area will not be available. Any negligence or damages to the SH due to the serving of food or drinks, including to tables and chairs, will be deducted from but not limited to the deposit.
4. No furnishings of the SH are to be removed for any reason. No outside furnishings (i.e., tables/chairs) are permitted without previous listing on the Reservation Request Form. Any special event materials must be approved in advance and removed immediately following the event.
5. Use of the SH kitchen requires adult supervision at all times and is the responsibility of the leader to ensure it is thoroughly cleaned, especially the appliances, inside and outside. Any goods/materials brought in by the event must be removed from the kitchen immediately after the event.
6. Every group must take responsibility for ensuring that the SH is left at least as clean as before their event, including immediate removal of items, supplies, decorations, etc. when the event is over. All necessary cleaning supplies are located in the custodian's closet.
7. No one is to change the heating and cooling settings in the building for any reason. Outside doors must not be propped open.
8. All events must be completed by 11:00 pm (allowing for one-hour clean-up) unless given prior written approval by the SH coordinator. (The hall is not available for rent on Sundays.)
9. On weekends, since there is no “onsite” janitor present, the event leader is responsible for seeing that all trash is picked up in the SH and taken to the dumpster, spills are cleaned, all windows are closed, all lights are turned out, and all outside doors locked.
10. Children are not permitted to run or play in the prayer garden. This is a sacred space for prayer. Any damage to the prayer garden will be charged back to the event leader.
11. For refunds, cancellation of the SH must be made in writing at least 30 days prior to the event.

FEES/DEPOSITS FOR “PARISHIONER” EVENTS

SOCIAL HALL USAGE FEE OPTIONS/TERMS

- A) \$300 Flat Fee: **8-Hour** Maximum
 \$55/hour overtime rate
 ½ deposit due with this contract, balance due 30 days prior to event
- B) \$60/hour: Whole Social Hall
 1-hour minimum (includes set-up and tear down time)
 ½ hour reservation increments thereafter
 Must **pay in full** at time of request.
- C) \$30/hour: Half Social Hall
 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, contributing members of Good Shepherd for some length of time, 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.

Active Member of GSP:	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. **Deposit must be made at least six months prior to the date of the event (or at the time of scheduling event, if less than six months in advance).** Must make **separate check** if applicable. Checks will be returned within 30 days if there is no damage to the Social Hall. **Deposit is non-refundable if the event is cancelled.**
- \$100 Security Deposit **If renting by the hour**
- 2) Maintenance Expense For all social events, a separate charge for table and chair set-up and tear down and overall SH cleaning will be required.
 Due with Contract: payable to **Tom White**
- | | |
|-----------------------|------------|
| Less than 100 people: | \$100 |
| 100-200 people: | \$150 |
| 200+ people: | \$1/person |
- 3) \$95 Special Event Rider/
 Certificate of Insurance This is a separate insurance policy from Catholic Mutual Group. Request application form for insurance. In lieu of the rider a Certificate of Insurance insuring the sponsoring entity and naming Good Shepherd Catholic Church as an additional insured is permissible. The Certificate must have \$1,000,000 General Liability limit. Payment due 4-6 weeks prior to event.

PARISHIONER SOCIAL HALL USAGE CONTRACT

As the event leader and registered member of Good Shepherd Catholic Church in Shawnee, I agree to be on the church premises on the day and at the time of this event(s) and to be a responsible supervisor in regards to the behavior and actions of all participants of this event, including any physical damages to Parish property.

I have also completed a "Reservation Request Form," have received verbal confirmation that the date and time of my event(s) are available and acceptable in the SH from the SH Coordinator, and have read and agree to the "Rules of Usage of Good Shepherd SH".

I wish to reserve the SH under Option: A _____ B _____ C _____
In accordance with Fee/Deposit Sheet for the total amount of: \$ _____

If applicable, please apply a _____% discount as I/we have been an active, supporting member of this Parish for _____ years, thus making my adjusted total amount to be \$ _____. I agree to pay half of that amount **30 days** prior to the event with the balance due **7 days** before the event.

\$ _____ Check # _____

I understand that if this is an event involving tables/chairs and/or food and drinks, a Security Deposit is Applicable and attached. _____ Y/N Check # _____

I understand that an additional "Maintenance Expense" for table/chair setup and tear down and overall facility cleanup is required for my event. No maintenance personnel will be onsite during the event. Thus, spills and cleanup during the event remain the responsibility of the event leader. Based on my event size (check one):

_____ \$100(less than 100) _____ \$150 (100-200) _____ \$1 per person (200+)

I understand that a \$95 "Special Event Rider" to the Parish insurance carrier is necessary on all events not sponsored by Good Shepherd Catholic Church to cover this event and is due 4-6 weeks prior to event.

Please bring this "confirmation" document with you during your event.

I agree that if there are any changes to my event (times, materials, size, etc.), they must be made no later than 7 days prior to the scheduled date and time through the SH Coordinator.

Event Leader Signature _____ Date _____

SOCIAL HALL EVENT CONFIRMATION AND CHECKLIST

THIS IS TO CONFIRM THE RESERVATION OF:

GROUP NAME: _____
GROUP LEADER: _____
EVENT DATE: _____ Start Time: _____ End Time: _____

Facility(s) Reserved: (All checked apply)

_____ Social Hall _____ Sound System _____ Other _____
_____ Social Hall ½ only _____ Kitchen
_____ Foyer Area _____ Meeting Room

\$250 Food and/or Drink Deposit Required: _____ Yes _____ No
If yes, Check # _____ Date rec'd _____ Date refunded _____

“Contract for SH Usage” Required: _____ Yes _____ No
If yes, Total Amount Due: \$ _____

Payments:

Deposit (due w/contract)	\$ _____	date due _____	date rec'd _____	check # _____
Balance (30 days prior):	\$ _____	date due _____	date rec'd _____	check # _____
Paid in full:	\$ _____	date due _____	date rec'd _____	check# _____

\$95 Special Event Rider Mailed: _____ Yes _____ No If yes, due w/contract Check # _____

Maintenance Service Included: _____ Yes _____ No If yes, due w/contract Check # _____

The following checklists are provided to ensure a successful event for your group and our expectations. An “X” indicates group responsibility.

EVENT SET-UP

- _____ Pick up key (s) _____ from parish office (M-F: 8am-4pm)
- _____ Table and Chairs set up included in paid maintenance service
- _____ Light switches and cleaning supplies are located in the foyer area
- _____ Divider Curtain usage (rec'd instructions on proper operation
- _____ (# _____) tables and (# _____) chairs usage and set up
- _____ Sound System usage (received instructions on proper operation)
- _____ Understanding of all kitchen appliances operations, safety and care. Checked, restocked supplies & wash towels
- _____ Special materials okayed _____

EVENT TEAR DOWN/CLEAN-UP EXPECTATIONS

- _____ Table and chairs tear down, sweeping throughout, dumping trash included in paid maintenance service
- _____ All tables and chairs returned to the storage room unless done by maintenance service
- _____ All trash picked up and dumped in dumpsters on east side of school
- _____ Kitchen thoroughly cleaned (including any utensils, supplies, appliances etc.) and materials removed
- _____ Sound System turned off and microphones returned to PA closet
- _____ All windows closed, lights turned out and doors locked

OTHER NOTES: