



St. John the Baptist
Excelsior, MN

Facility Usage
Policies & Procedures

Phone: (952) 474-8868

St. John the Baptist Parish offers the use of its buildings and facilities for religious, educational, cultural and community events, provided such activities do not interfere with the scheduled parish, church, or school functions, and that they do not represent any political organizations or agendas deemed prejudicial by the Church.

PROCEDURES

1. **To reserve any church, school or annex space, users must complete a Reservation Request Form.**
2. This form is submitted to the Parish Business Office for approval. School-related events must have the principal's approval signature prior to submitting to the Parish Business Office. Priority for usage is: Church, School/Religious Education and Parish groups, and then non-parish functions.
3. Only after approval will the space be reserved and the group's name and date be logged onto the parish calendar.
4. Notice of approval will be given to the person reserving the space. The space shall not be considered reserved until approval has been given.

INSURANCE

All groups and individuals using St. John's facilities for any type of activity outside the realm of church work and ministry must carry insurance. Examples would be outside sports teams, fundraisers not sponsored by St. John's, wedding receptions or dinners, and anniversary and birthday parties.

All church-sponsored groups are covered under the church policy.

Parishioners renting for any non-parish sponsored event must show that their homeowner's policy covers their event, listing St. John the Baptist as an additional insured. If it does not, they must purchase a policy from Catholic Mutual a minimum of 3 weeks prior to the event. The cost is \$120-150.

All groups not a part of St. John's ministry and services must purchase insurance. St. John's **must** be named as an *additional insured* on the policy for your event. Non-profit groups with a group insurance policy need not purchase additional insurance, but will need, as do homeowners, to show proof of coverage and to have St. John's named as an additional insured.

GATHERING PLACE PROCEDURES

1. Parish-sponsored groups may use supplies (tea, coffee, creamer, sugar, napkins, name tags) stored in the kitchen area for parish functions. Parish supplies may not be used for catered affairs or rentals.
2. All items are to be returned to their proper location at the end of the function.
3. All tables are to be wiped off after functions.
4. All floors, counters and work surfaces in the kitchen area must be cleaned after use. All kitchen towels used must be laundered by user and returned in good condition.
5. User groups will be responsible for mopping the kitchen floor and vacuuming the carpet after an event (brooms, mops and vacuums are in the Gathering Place & kitchen) unless a custodian is hired.
6. Food may not be kept in the refrigerator after an event is over.
7. Recycling and trash must be taken to the appropriate dumpsters in the back parking lot after each event.
8. The Gathering Place kitchen is rented separately from the function space. This fee includes only the use of pots and pans, serving dishes, cutlery, utensils, dishwasher, stove, and refrigerator.
9. The Gathering Place kitchen was designed to be used as a warming kitchen only. Food must be prepared in an outside kitchen, and reheated onsite. No cooking is to take place in the Gathering Place or kitchen.

GATHERING PLACE FIREPLACE USAGE

Use of the Fireplace requires a staff person: \$75.00

1. Fire will be set and maintained by authorized staff only.
2. Fireplace doors must be kept closed to avoid embers sparking onto the carpeted areas.
3. Do not empty the ashes. Maintenance staff will assume responsibility for this after your event.

CAMPUS-WIDE BUILDING POLICIES

1. All floors are to be kept neat and clean. All trash and recycling generated by your group must be put in the dumpsters outside the building.
2. All lights must be turned off and doors locked before leaving any room or area.
3. All groups using a facility shall provide 1 adult for every 15 minors in attendance. Children are not to be left unattended in any area.
4. A supervisor is to remain with the group during the entire time they occupy the facility. Names and phone numbers of all supervisors must be provided on the Reservation Form prior to the event.
5. All rooms must be left in the same condition in which they were found. Tables, chairs, desks and other furniture and equipment may not be moved from one room to another unless written approval has been given in advance. Special room set-ups must be submitted with the Rental Request form.
6. If using paint, glue, etc., make sure all areas are covered to protect the floor and tables from damage.
7. Nothing is to be attached to walls or furniture which may cause damage.
8. Upon entering the facility, any damage or clean-up need discovered by the reserving group must be reported to St. John the Baptist staff immediately. (A message may be left on the parish office voicemail describing damage/clean-up needs. The system will timestamp the call.) If the damage/clean-up need is not reported, responsibility for repair, replacement, or cleaning will be user's. St. John's staff will determine the need for, and will assign, a custodian and/or kitchen coordinator if necessary.
9. The Church will not provide storage nor be responsible for equipment, supplies, etc. that user groups bring to the facilities prior to the event or leave after the designated time.
10. The gym floor should be swept after each use. The mop is located on the ramp next to the stairwell.
11. Entry to the gym is limited to the street level door facing the parking lot. A key will be available for user groups.
12. The stage area in the gym is OFF-LIMITS to any reserving group, for any reason

TERM AND CONDITIONS

1. Use of the St. John the Baptist Catholic Parish facilities does not constitute endorsement by St. John the Baptist Catholic Parish or the Catholic Church in general to the user group's policies or beliefs. Use groups may not use the name of St. John the Baptist Catholic Parish/Church or that of the Catholic Church in general to indicate endorsement or sponsorship. St. John the Baptist Catholic Parish's name and address may be indicated for the location of the event.
2. User shall not enter other areas of the facilities beyond the assigned/rented rooms, the most convenient stairways, restrooms and halls from the entrances.
3. The Church reserves the right to revoke permission to use its facilities.
4. The user shall indemnify and hold the Church harmless from any damages arising out of injury to persons, including death, and/or damage/loss to property arising out of or in connection with the use of the facility.
5. The Church will not be liable for any loss or damages caused by the delay or cancellation of the use of the facilities, delays in service performance, equipment failures, or availability of equipment, service personnel, and supplies.
6. The Adoration Chapel is unavailable for rental.
7. Commercial use of the facility is prohibited.
8. The Pastor or Business Administrator shall be the final authority in granting permission for the use of facilities.
9. Alcoholic beverages may be served in certain areas of the facilities with specific written permission from the Pastor and/or Business Administrator and upon proof of insurance coverage. No alcoholic beverages may be sold.
10. Smoking or vaping is NOT allowed in any facility or anywhere on the grounds.

RENTAL FEES

Refundable Damage Deposit (held until after rental)

Gathering Place or Kitchen Rental:	\$400.00
Lower Level Rooms:	\$200.00
Gym/Cafeteria	\$400.00

Will be returned after the event, provided no damage has occurred and no additional cleaning of the facility or rented items is required. Should damage or cleaning exceed the deposit amount, additional charges will be assessed to the renter.

Gathering Place Rental Fees (does not include lower level rooms):

Parishioners:

Reception (1-100), <i>no kitchen</i> :	\$125.00
Large Reception (101-Maximum), <i>no kitchen</i> :	\$350.00
Reception (1-100) <i>with kitchen</i> :	\$200.00
Large Reception (100-Maximum) <i>with kitchen</i>	\$500.00

Non-Parishioners/Groups:

Reception (1-100), <i>no kitchen</i> :	\$225.00
Large Reception (101-Maximum), <i>no kitchen</i> :	\$450.00
Reception (1-100) <i>with kitchen</i> :	\$325.00
Large Reception (100-Maximum) <i>with kitchen</i> *	\$600.00

(kitchen use includes stove, oven, refrigerator, dishwasher; storage of prepared food, etc. Clean-up required by renter, including floor, counters, and removing trash & recycling to dumpsters.)

Lower Level Room Rental \$25.00/hour/room

Gymnasium Rental Fees

School Gymnasium (non-parishioner)	\$75.00/per hour (2 hr min)
School Gymnasium (Parishioner)	\$60.00/per hour (2 hr min)
School Stage	Not Available for Rental

* Use of kitchen facilities for 100+ persons may require a staff person present during the event: \$25.00/hour

Other rental items

Place setting (includes dishes, flatware) \$2.00/per place

Tablecloths: (Must be returned cleaned & folded) \$5.00/per cloth

Large coffee urn(s) (coffee not included) \$15.00

Recital fee (includes piano) \$75.00

Sound/Electronic/Audio-Visual Equipment \$30.00 per set-up

Table/Chair Rental for Use in Gym (includes set-up/take down)

For up to 100 people	\$ 50.00
101-200	\$100.00
201+	\$150.00

Table/Chair Rental Use Outside the Gym (User loads/unloads)

Tables (6-ft or high-top) table	\$7.00/day/table
Folding chairs	\$.50/day/chair

Custodial Fees

Required for all weekend rentals \$75.00

School Kitchen (Available *only to Parish groups*)

Required Pre- and Post-Event Cleaning \$75.00

Non-St. John's-sponsored Religious Group Use

Religious groups not sponsored by St. John's are asked to make a donation in lieu of rental fee to help defray the cost of lights, heat, upkeep, supplies used, kitchen use, garbage removal, etc.

Retreat Events

Retreat rentals negotiated directly with the Business Administrator.

Cancellation Fee Policy

A cancellation fee of \$50 will be assessed for any confirmed rental that is cancelled one week prior to the rental date. A cancellation fee equal to 1/2 of the total rental amount will be assessed for all rentals cancelled within one week of the scheduled rental date.

Room Capacities

Gathering Place:	banquet: 225 Reception: 300 theater-style: 280
School Gym:	Banquet: 400