

**NON-PARISH-SPONSORED GROUPS/INDIVIDUALS**

**FACILITY USE RESERVATION FORM-1**

Applicant's Name: \_\_\_\_\_  
(Last) (First) (Initial)

Organization Name (If Applicable): \_\_\_\_\_

Organization's Address (If Applicable): \_\_\_\_\_  
(Street) (City) (State, ZIP)

Home Address: \_\_\_\_\_  
(Street) (City) (State, ZIP)

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Day) (Evening) (E-mail)

Non-profit Status?  Yes  No

Registered Parish Member?  Yes  No Name: \_\_\_\_\_

Date(s) \_\_\_\_\_ Time(s): \_\_\_\_\_

**(INCLUDE decoration/set up, cook, and cleanup/take-down time):**

Purpose of Facility Use: \_\_\_\_\_

Will Alcoholic Beverages be served?  Yes  No Sold?  Yes  No

Planned Attendance: \_\_\_\_\_ Advertised/Open to Public:  Yes  No

Facilities Requested (check all that apply):

- \_\_\_\_\_ Tralee Center (main floor & kitchen) \_\_\_\_\_ St. James Hall (main floor & kitchen)
- \_\_\_\_\_ Tralee Center (stage) \_\_\_\_\_ St. James Hall (stage)
- \_\_\_\_\_ Tralee Center Gym (only) \_\_\_\_\_ St James Hall (St Catherine's Room)

\_\_\_\_\_ **Initial** Only direct access to the rented facility and marked parking areas are provided to renters. No other areas of the campus are available for or to renters. This exclusion applies to fields, playgrounds, sports equipment, children's play yard and/or equipment. Vehicles parked in other than marked parking spaces will be towed at the owner's expense.

\_\_\_\_\_ **Initial** Smoking is not allowed anywhere within the gated area of the campus. Smoking is authorized in the main parking lot (lot on the corner of Locust and Hackberry)

Specific Equipment needs:  
See Facility Price Sheet

5751 Locust Avenue  
Carmichael, CA 95608

**St. John the Evangelist Parish**

Office: (916) 483-8454  
Fax: (916) 481-8326

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\_\_\_\_\_ The applicant/user, on behalf of the organization or group using the facilities pursuant to his application, **Initial** acknowledges receipt of a copy of the St. John the Evangelist Facility Use Policy and agrees to abide by the terms and conditions of such policy and to comply with all local, state and federal laws, ordinances, regulations and rules applicable to the use of this facilities, and the user agrees to pay all indemnities and taxes which may be incurred in connection with the use and occupancy of the facilities for the specified event. If at any time, the use of the facilities by the user violates any provisions of the facility use policy, applicable ordinances, laws, or rules, the user shall be solely responsible for the consequences of such conduct, and shall be prohibited from all future use of the facilities of the Parish. The user further agrees to indemnify and hold the Parish, its officers, and employees harmless from any claim, suit or proceeding arising out of the use of the facilities and the user shall indemnify the Parish, its officers, and employees from all expenses (including reasonable attorney fees) incurred in defending such claims.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Received at Parish by: \_\_\_\_\_ Date: \_\_\_\_\_

**NON-PARISH-SPONSORED GROUPS/INDIVIDUALS**

**ALCOHOL STATEMENT**

- If alcoholic beverages are to be served at a function, users **will not**:
  - Serve or allow others to serve alcohol to a minor.
  - Serve or allow others to serve alcohol to anyone who is obviously intoxicated.
  - Allow any guests to take alcohol outside the event space.
  - Allow anyone to bring in alcohol from the outside.
- Alcohol will not be served during events which center on persons who are under 21 years of age.
- Alcohol will be served by a bartender. No self-serve. Applicant will designate one or more bartender(s) who shall not drink alcohol during the event.
- Alcohol may be consumed without a license when there is no monetary exchange for the beverage, or when there is no admission fee charged for the event.
- Events involving exchange of monetary consideration (e.g., cash bar or purchase of a meal or meal ticket with any form of alcohol being served as part of a meal) require a license from the State of California Department of Alcoholic Beverage Control (ABC). ABC will issue one-day permits to **non-profit groups** who wish to sell beer, wine, or distilled spirits.
- ABC will not issue permits to private citizens or groups. A caterer with a liquor license must serve alcoholic beverages at events held by private citizens or groups when there is a monetary exchange.
- Alcohol permits must be prominently displayed during the event.

Applicant must get approval of the Sacramento County Sheriff’s Department before applying for the alcohol permit. Applications are available at the Sheriff’s Department office.

County of Sacramento  
Sheriff’s Department  
Service Center  
4005 Manzanita Ave. Suite 58  
Carmichael, CA 95608  
(BelAir Shopping Center, Manzanita and Cypress)  
(916) 487-4292

State of California  
Department of Alcoholic Beverage Control  
3321 Power Inn Road  
Sacramento, CA 95626  
(916) 227-2002

I have received a copy of the Alcohol Statement.

Applicant’s signature \_\_\_\_\_ Date \_\_\_\_\_

## **NON-PARISH-SPONSORED GROUPS/INDIVIDUALS**

### **FACILITY USE POLICIES-1**

The **general policy** is that any group or individual using the Parish facilities should respect the room and equipment and abide by the Parish policies and directions of the Parish staff.

#### **Prohibited Use:**

The use of Parish facilities is not open to the general public and is strictly limited to those groups, organizations, and events that do not advance viewpoints, principles, or objectives contrary to the Catholic faith. To this end, use of Parish facilities must, at all times, be consistent with, and in fidelity to, Catholic religious and moral teachings and beliefs and must respect the religious and liturgical character and nature of such facilities. Any use of Parish facilities by an organization, group, or individual who, by word, conduct, event, or activity, promotes views, values, or beliefs contrary to Catholic religious and moral belief and teachings is likewise prohibited. The use of the Parish church, if applicable, must at all times be consistent with their sacred liturgical and ecclesial character according to the canons and ecclesial norms applicable to such facilities. The Parish Pastor and the Bishop of Sacramento shall serve as the final arbiters as to whether a particular use of Parish facilities is a prohibited use under the terms of this agreement. The Parish reserves the right to refuse service/rental of facilities for any reason.

#### **Decorating / Set-up:**

- There is no access to Tralee Center before 3:30 PM when school is in session.
- Users will not tape, staple, tack, nail, or otherwise attach anything to the buildings without the Event Staff's written approval. Blue painter's tape, however, is allowed, but must be removed.
- Foam rubber (e.g., padding, carpeting, etc.) is not to be used on the floor of Tralee Center.
- All exits will remain clear of tables, chairs, and any other item(s).
- Candles are discouraged, but if used must be tip-proof, in a suitable chimney, and with a base sufficient to catch any dripping.

#### **During the event:**

- No food or drink is allowed on the carpeted stage area of the Tralee Center or St James Hall.
- Food and drink must be consumed only in the facility reserved---not in the school yard, ball fields, parking lots, or carried between buildings.
- Smoking is never permitted inside any of the buildings, or inside the campus proper, only in the main parking lot at the corner of Locust and Hackberry.
- Music volume will be monitored by the Event Staff. There will be no music audible outside the facility after 10:00 PM.

## NON-PARISH-SPONSORED GROUPS/INDIVIDUALS

### FACILITY USE POLICIES-2

#### After the event:

- All decorations and signs are to be removed.
- Nail, Staple, Hook or any other holes, even if use was approved, will incur a charge. Any other items not removed will incur a removal charge and will be deducted from the Cleaning/Damage Deposit. Any charges beyond the deposit will be billed to the renter.
- There will be a charge for loose balloons that are not removed
- All Trash is to be removed from the facility and placed in the dumpster provided behind the Tralee Center, a gray cart is provided for the St James Hall to move trash to the dumpster. Please return the cart to its place when finished.
- Counter tops, tables, and chairs are to be wiped clean of food, soda or drink spills. The kitchen floor is to be swept of large items and grease spills mopped up. Cloth and paper towels, spray cleaner, brooms, mops and buckets are available for users use.
- Large spills (soda, food, drink) on the main floor are to be wiped or mopped up so as to not track the spill across the floor. A special mop bucket is available to mop spills on the facility floors and a separate mop bucket is available to mop up the kitchen floor, if necessary. The two (2) separate mops help keep grease off the main floor and avoid an excess cleaning charge. The cleaning crew will machine clean all the floors and sanitize tables, chairs, and counters as part of their normal cleanup duties.

#### Kitchen Use:

- Kitchen supplies (pots, pans, etc.) are not available for Non-Parish sponsored groups or individuals. General kitchen use is limited to the sinks, counter tops and major appliances for all other organizations or users. Please follow directions for use and cleaning of the dishwasher in the Tralee Center, as well as the Coffee Urns and Griddles in either facility. Contact the Event monitor with any questions on proper use of an appliance.
- Even **proper** uses of the Kitchen Griddle WILL incur a cleaning charge. No cleaning of the griddle is permitted by any group or individual
- Griddles are not to be used for warming, storing or placement of pots or pans for any reason. Damage to the griddle WILL incur a damage charge along with a cleaning charge.

## NON-PARISH-SPONSORED GROUPS/INDIVIDUALS

### FACILITY USE FEES-1

#### St James Parish Hall

See St. James Hall Cost Sheet

#### Tralee Center

See Tralee Center Cost Sheet

#### Miscellaneous Charges

See appropriate facility Cost Sheet

#### Rental Fee:

- The basic Rental Fee includes use of the facility, set-up of chairs and/or tables (There is no discount if renter sets up their own rented equipment), and normal clean-up. **The rental period begins when the renter has access to the facility for such things as food preparation, decoration, etc. and ends when the facility is properly cleared and locked by the event monitor.** If the renter has possession of the facility the night before an event for set-up and decoration, the rental period will include those hours and will continue the following morning, however a 12 hour overnight period will not be charged.

#### Discounts (one per event)

- Registered Parishioner \$150.00 (registered 6 months prior to initial inquiry)
- Non-profit organization \$200.00 (requires proof of 501(c)(3) status)

#### Cleaning/Damage Deposit:

- A Cleaning/Damage deposit is required for all facility rentals. The funds will be returned one to two weeks after the event.
- The deposit may be used, in part or in total, if an event causes the need for:
  - Cleaning procedures which are beyond the scope of normal maintenance.  
Excessive cleanup consists of;
    - Tables or chairs left dirty, wet, sticky or with decorations attached
    - Floors with puddles of any sort not mopped up
    - Stains or tape left on tables, chairs, floors and walls
    - Any food or drink on the carpeted stage areas
    - Any decoration or trash not removed
    - Balloons on ceilings
  - Repairs or replacement due to structural, equipment, or other property damage,
  - Additional time beyond the contractual terms (a fifteen minute grace period will be extended)
- Renter will be billed for expenses beyond the deposit for excessive clean-up or damage.

## NON-PARISH-SPONSORED GROUPS/INDIVIDUALS

### FACILITY USE FEES-2

#### Payments:

- Payments of fees are due in full thirty (30) days prior to the event. Facility use will not be allowed without payment. Failure to submit fees on time may result in the group being disallowed from facility use. Checks should be made payable to St. John the Evangelist Church. A \$35.00 fee will be charged for all returned checks.

#### Cancellations:

- There will be a 50% fee deducted from the reservation deposit for cancellations made fewer than 60 days prior to an event. Forfeiture of the full reservation deposit will be made for cancellations made fewer than 30 days prior to an event.

**NOTE . . . Fees do not include payments for Insurance or Security Service, which must be paid for separately.**

#### Insurance:

- All individuals, groups, and organizations not a direct activity of a Parish sponsored organization **must** have liability insurance for events held in Parish facilities.
- Insurance is available on a daily basis at a cost as specified on the insurance form and is based on the number of people in attendance and whether alcohol is sold or not. The Parish will provide the form to request this insurance.
- The daily insurance is not required if the organization provides a Certificate of Liability Insurance naming the Diocese of Sacramento and St. John the Evangelist Parish as certificate holders or as additional insured's. The policy limit must be for a minimum of one million dollars (\$1,000,000).
- Personal Homeowners Insurance or Umbrella Insurance policies are not acceptable.

#### Security Service:

- A Security Officer is required if the event is open to the general public and alcohol is being sold. A second security officer will be required for large groups exceeding 250.
- Security may be required for events, as determined by the Parish.