

APPLICATION FOR THE USE OF FACILITIES AT HOLY SPIRIT PARISH

The facilities are only available for use by parish-sponsored activities or events or by registered parishioners.

Event date: _____ Start Time: _____ End Time: _____

All events on Parish grounds must conclude by midnight.

Events with music and/or alcohol must arrange for activities to stop at 11:30 pm.

Purpose of Event: _____

Estimated # of people attending: _____ (Max capacity 300)

Responsible person (must be parishioner): _____

Email: _____ Home #: _____ Cell #: _____

Mailing Address: _____

Will alcohol be served? _____ Will food & drink be served? _____

Will you cook or prep food? _____ Caterer/Food Preparer: _____

Phone: _____

FACILITIES NEEDED: Please check all that apply. You will ONLY be able to use those selected and paid for, regardless of whether they are available at the time of your event. See page 2 for the fee schedule.

Multi-purpose room/Gym: _____ Multi-purpose/Gym & Kitchen: _____

Meeting Rooms A/B: _____ Meeting Rooms A/B & Kitchen: _____

Multi-purpose/Gym, Meeting Rooms A/B & Kitchen: _____

EQUIPMENT:

Multi-purpose/Gym includes up to 40 8' long tables, 25 round tables and 300 chairs (must be set-up by your party).

Meeting Rooms A/B include 15 round tables and seating for up to 90 people.

YOU ARE RESPONSIBLE FOR YOUR OWN SET UP AND CLEAN UP. Please see "Cleaning and Care Policies" for more information. Professional clean-up is available for an additional fee. You must contact the Director of Facilities, Larry Antey, at 816-365-0086 for pricing and availability prior to your event.

Keys must be signed out through the parish office. Please contact the office to arrange a pickup time prior to the event.

SECURITY: If your event will be over 200 people and alcohol will be served, you must hire a licensed security company. You must submit a signed contract with the security company to the church 30 days prior to the event to ensure that security will be present during the event.

There is also an additional mandatory fee of \$50/hour to have a Holy Spirit staff member present for the duration of the event (200+ people, regardless of alcohol).

As Responsible Person, I understand and agree that the deposit will be forfeited if damage occurs or if extra clean up is required. I accept responsibility for the supervision of all activity at the event and agree to comply by all above stated parish policies.

Signature: _____ Date: _____

FEES ARE DUE AT THE TIME THE ROOM IS RESERVED

Multi-purpose room/Gym	\$750
Multi-purpose/Gym & Kitchen	\$1,000
Meeting Rooms A/B	\$150
Meeting Rooms A/B & Kitchen	\$300
Multi-purpose/Gym, Meeting Rooms A/B & Kitchen	\$1,200
Damage Deposit	\$500

Insurance (\$130) must be obtained through the Diocese at the time of registration.
Please email us a copy of your certificate of insurance once you receive it in your email (within 10 days).

To enroll and pay for the insurance for your event at Holy Spirit Parish, please go to:

<https://insure.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx>

In the field that says "Diocese Name," select "Catholic Diocese of Kansas City"

In the field that says "Parish Name," type in "Holy Spirit"

Click the "search" button.

Holy Spirit Parish should appear below. Click the round button to select it, then click "Continue."

Select your event type and follow the remaining prompts to complete your enrollment for coverage.

FOR OFFICE USE ONLY

Insurance: \$ _____ Usage fees: \$ _____ Total Due: \$ _____ Deposit: \$ _____

CLEANING AND CARE POLICIES

1. The Licensee will not use nor allow use of any fasteners on the wall, tables, chairs, or any other part of the Facility EXCEPT 3M blue masking tape. All such tape must be removed at the end of the event. Otherwise, the deposit will not be refunded.
2. If you use our linens & tablecloths, make sure they are laundered and returned to the church promptly.
3. All stands and tripods used in the Gym must have rubber bases.
4. **DO NOT ATTEMPT TO MOVE PARTITIONS/ROOM DIVIDERS.** Ask a member of the Parish Staff for assistance.
5. Absolutely no smoking or tobacco use is allowed anywhere in the Facility.
6. No gum is allowed in the Facility.
7. No pets are permitted in the Facility.
8. Licensee is responsible for all clean-up, so that all reserved rooms are left in the same or better condition prior to their use, including:
 - a. Remove all trash inside and outside of the Facility and place in dumpster located outside rear of Gym.
 - b. Sweep and mop the floors, or vacuum (where applicable).
 - c. Clean all tables and chairs prior to storage.
 - d. Clean all kitchen counter tops and equipment, replace any equipment used to their storage locations.
 - e. Return all tables, chairs (stack 12 high) and other Parish equipment to their storage locations.
 - f. Clean the restrooms.
 - g. Turn off all lights, appliances and water faucets.
 - h. Lock all doors and secure the building.
 - i. Take towels and washcloths home for laundering and return within one week.
9. The multi-purpose room flooring is of a special material and requires special care. Use only a clean dust mop with no chemicals to clean this floor. Lukewarm water may be used as necessary. Do not apply any chemicals, waxes, or finishes.
10. If you notice any damage to the Facility upon your arrival, contact the Parish office immediately or leave a message at 816-537-6990 if after hours.
11. Tables and chairs are available for use in the multi-purpose room/gym.
12. Tables and chairs are available for use in meeting rooms A & B. These must not be removed from the room.
13. **Do not slide or drag tables, chairs, or sport equipment across the floors.**
14. Hanging on basketball goals and dunking are not allowed.
15. Rice, birdseed, and confetti are not allowed anywhere inside or outside the Facility.
16. Avoid any items with red dye, including icing, red punch, wine, or Kool-Aid in carpeted areas unless tarps or other material is applied to the floor.
17. Do not block open any doors. The parish staff can demonstrate how to unlock the doors.

FACILITY USE AGREEMENT FOR PARISHIONERS

This Facility Use Agreement is entered into on _____, 20__ by Holy Spirit Catholic Church (Church) and _____ (Licensee), with respect to Licensee's proposed use of space at the Church on _____, 20___. Church and Licensee agree to the following rules, regulations and provisions:

1. The Church's designee shall approve scheduling of all building facilities.
2. All events must terminate by 12:00 A.M. (midnight). Events with music and/or alcohol must arrange for activities to stop at 11:30 P.M. If an event will have minors present who are not accompanied by a parent or guardian, Licensee will be fully responsible for city curfew compliance.
3. It is Licensee's responsibility to comply with all applicable laws, ordinances and regulations. Licensee is responsible for the conduct of all individuals attending Licensee's event, including, but not limited to, guests, participants, musicians, caterers, performers, and other third parties and their compliance with all applicable laws, ordinances, and regulations. **FIREARMS or weapons of any kind are not permitted anywhere on the grounds or in the facility.**
4. Any abuse of, damage to, or loss of Church property, whether real or personal, shall be the responsibility of the Licensee. Licensee agrees to reimburse the Church, upon demand, such sum as will be necessary to restore the damaged property to its original condition.
5. **Licensee assumes full responsibility for the character, acts, and conduct of all persons attending Licensee's event. Licensee hereby holds harmless and indemnifies the Church, the Pastor of the Church, the Catholic Diocese of Kansas City-St. Joseph, and their respected officers, employees, members, and agents, against any and all losses, claims, liability, or damages (including attorneys' fee) arising or allegedly arising out of injury to persons or property and relating to Licensee's use of the facility, including but not limited to those which may be asserted by third parties.**
6. Licensee will not charge for (whether by admission fee or otherwise) alcoholic beverages served at Licensee's event and will comply with all laws regarding the use and consumption of liquor.
7. **Licensee shall carry or obtain comprehensive general liability insurance in the amount of not less than \$1,000,000 and shall include the Church, the Pastor of the Church, the Catholic Diocese of Kansas City-St. Joseph**

as additional insured's thereunder. An application for insurance is available at the Parish Office, and must be submitted at least 15 days prior to the function.

8. Church shall assume no liability for the loss, damage or return of any items of personal property brought onto the premises by Licensee, or any of its guests. Licensee shall assume all liability and risk of loss for any loss or damage to items of personal property brought onto the premises by any member of said Licensee, or any of its guests. The Church shall assume no liability for the loss or damage of vehicles parked in the Church parking lot by Licensee, or any of its guests.
9. Any change or modification to this Agreement will not be effective unless made in writing and signed by both parties to this Agreement.

I / We have read and agree to the above regulations and the cleaning policies sheet.

CHURCH:

Signed

Date

LICENSEE:

Signed

Date

LADIES AUXILIARY TABLECLOTH RENTALS

Holy Spirit's Ladies Auxiliary has various colors and sizes of tablecloths available for convenient rental

White (round) - 120"

Black (round) - 108"

White or Black (rectangle) - 52" x 114"

For more info or rental, contact:

Barb Brady: 816-809-0973

Kathy Wittman: 816-522-6029

Ann Cooke: 816-225-5872