

FACILITY SCHEDULING INSTRUCTIONS

FACILITY USE SCHEDULING: An **EVENT SCHEDULER FORM** must be submitted at least one month prior to the event. This form can be picked up at the Parish Office or can be found on the Parish Website – www.stcmtz.org. Please use the most recent revision of the form. The Individual who fills out and signs the **EVENT SCHEDULER FORM** will be considered the “**EVENT COORDINATOR**”. This person will be responsible for making sure that all requirements for use of the facility are followed; signing out of the keys, picking up the Parish Hall Check List, cleaning up after use, locking up of hall, bathrooms & gate. All **EVENT SCHEDULER FORMS** must also be signed by the president of the club or organization. Event use requests must come via **EVENT SCHEDULER FORM**.

The **EVENT SCHEDULER FORM** should not to be used for recurring meetings spaced over the year. Group meeting dates can continue to be submitted on an annual basis via email or written request. The Parish Ministries/Organizations should submit their schedule of the next year’s meeting dates to the Parish Office no later than Dec. 1 of the year prior.

APPROVAL OF FACILITY USE should never be assumed. The event will not be put on our Facility Calendar or listed in our bulletin without written approval from the Pastor. Approval of Use may include may factors: availability of date, type of event, who is putting on the event, etc.

FACILITY USE: The keys to the Parish Hall can be picked up at the Parish Office on the day of the event, or if the event is on the weekend, no sooner than Friday prior to closing of the Parish Office. In consideration of the Pastor, keys are not to be requested from the rectory. The **PARISH HALL CHECK LIST** form will be handed out at the time the keys are checked out. This form is also available on the website – www.stcmtz.org. This form must be checked off, signed by the Event Coordinator and returned to the Parish Office along with the keys. The keys must be returned to the Parish Office the day following the event. The keys and form may be put in the mail slot of the Parish Office if the office is closed. Please be advised, there is no smoking on the premises or around entryways.

PRIVATE EVENTS: Examples of some private events are: Funeral Receptions, Personal Parties, such as Birthdays, Baptism Receptions, Anniversary Parties, etc. Contact the Parish Office at least one month in advance. We are not able to schedule these events until all Parish Events have been scheduled on the Facility Scheduler.

EVENT ADVERTISING:

Parish Organizations may submit a bulletin article for their group’s event to our Parish Office for posting **two** bulletins prior to their event. Submissions to the Bulletin Editor will not be accepted prior to three weeks before the requested bulletin issue date. Articles for the same week’s bulletin must be submitted to the Parish Office by Tuesday Morning. All articles are presented to the Pastor for approval and will be put in the bulletin based on this approval and available space. The Bulletin Editor is not responsible for the accuracy and/or missing information in these articles.

All posters, flyers & announcements must be approved & signed by the Pastor prior to being posted anywhere in our facilities. These signed & approved announcements may not be posted more than three weeks before the event date. Parish Events where 100% of donations go to the Parish or School can post their events one month ahead of the event. No two events are to be advertised and/or have tickets sales at the same time. Any advertising placed outside the Parish (via newspaper articles or postings placed in non-Parish buildings) must be submitted to the Pastor prior to posting.

FEES: Fees will be charged for **FUNDRAISERS** put on by Clubs/Organizations. **FUNDRAISER** is defined as : When a group raises money for their organization, even if they donate a portion of proceeds to the church (whether these proceeds are collected by tickets sales or donations collected at the event). No fee will apply if 100% of net proceeds are donated to the church. All announcements made for upcoming events must include

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where funds will go. Excluded from these fees is the monthly K of C pancake breakfast – in which the funds are to help groups earn money to pay for hospitality. **Parish Ministries:** (*St. Catherine School/Pre-school, School Alumni, RCIA, CYO, Faith Formation, Youth Group, Choir, Multi-Ethnic Choir, and Ministry to the Sick*) are not charged a fee for their events.

Note: Organizations/Clubs are financially responsibly for replacing missing or damaged material and equipment.

Anniversary Mass - \$200.00

Baptism - \$75.00 (*includes Baptism Prep Class*)

Baptism Prep Class Only - \$25.00 per person

Funeral/Memorial - \$300.00

(*whether or not a Mass or with/without a vigil, parlor service, cemetery service*)

Quinceañera – *In Parish* - \$300.00 *Out of Parish* - \$400.00

Wedding – *In Parish* - \$450.00 *Out of Parish* - \$600.00

Wedding Prep Only - \$150.00

Parish Center & Rectory Meetings - \$40.00 per room per event

Parish Hall Meetings - \$40.00 per event (4 hrs or less)

Parish Hall Major Event - \$175.00 per event - Parish Club/Organization Parish Event

(*includes set up time*)

Parish Hall Private Event - \$400.00 per event, plus cost of liability insurance

INSURANCE: To be included in the Parish Insurance, the Event must be:

- 1) “Qualified” by the Parish Office
- 2) Announced in the Bulletin
- 3) Open to all Parishioners
- 4) Not be a fundraiser for a Club/Organization.

“Qualified” has to do with whether the Parish determines the event as a "Parish" event or a "Club/Organization" event (ie: Communal Anointing Reception - put on by YLI vs. YLI Fashion Show). The first event would "qualify" as a Parish event - as long as the other 3 conditions were met. The second event would not - and, of course, this is all just in relation to whether the Parish Insurance would cover the event – it is not a determination on whether an event is of benefit to the Parish). Parish Ministries Events are considered “Qualified”. All other events require a current insurance certificate to be maintained in the Parish Office and must include the Parish & Diocese as an “Additional Insured” with the specific wording provided by the Diocese. If the organization does not have insurance, an Event Liability Insurance Form must be completed and a fee paid at the Parish Office. Contact Parish Office at least 3 weeks prior to event to arrange for liability insurance.

Use of Non-Church Property: Proper Written Permission must be obtained for use of any properties surrounding our Parish. We should never use another’s property (ie: neighbor’s parking lots, City of Martinez property) without prior written consent. This presents a liability exposure to that business and could effect a good relationship enjoyed by our Parish with these neighbors. We must observe all the stipulations listed in the written consent from our neighbors.

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