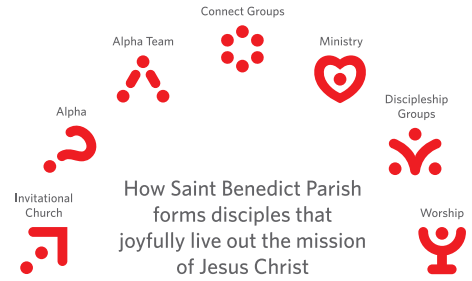




May 1, 2016



THE GAME PLAN

Policy for Use of Saint Benedict Parish Ministry Centre Booking/Renting Meeting Space - External Requests

Purpose: To facilitate the proper use of the Ministry Centre.

Definition: Occupant refers to Renter, Parishioner, Group or Committee.

Procedure:

1. The person responsible for the event submits the electronic Facility Request form via the parish website.
2. Allow two weeks for processing the request.
3. Provide the following information:
 - a) Group or Committee name.
 - b) Contact person and phone number. (This will be the only person who will correspond with Parish Administration.)
 - c) Desired room.
 - d) Number of participants.
 - e) Date (day, month, year) start time and completion time for the session, including set up and clean up.
 - f) Do you need a key for access? (If a key is required, it is to be signed out from the office during business hours, 9:45am - 4pm, Monday-Friday). The key is to be returned to the parish office the next business day.
4. A room will be assigned based on availability and requirements (each room will be named).
5. Orientation is required for the initial request and for the use of the kitchen.
6. The Occupant will be required to leave the space in the original condition. (Refer to Schedule A, "Requirements for Maintaining the Ministry Centre")
7. For the rental agreement refer to Schedule B and C.
8. The Occupants are to use only the room assigned.
9. The Occupants are responsible for supplying their own beverages/supplies. A small coffee pot is available upon request. Occupants are to clean the unit after use.
10. It is understood that the Occupant will abide by the HRM noise and smoking by-laws.

Your cooperation is appreciated.

Saint Benedict Parish,
Facilities Management

Saint Benedict Parish
Requirements for Maintaining the Ministry Centre

You are to ensure that the following conditions are met.

1. The facilities are NO SMOKING and SCENT FREE.
2. Washrooms must be left in a clean state; including flushing toilets, wiping spills, depositing waste paper in proper receptacles provided.
3. If requested, the kitchen may be used with access to the janitor's closet. The request must be made in writing (added to the information form) prior to the event.
4. If the kitchen is used:
 - a) The kitchen must be left in a clean state (by following the posted signage instructions) including placing all garbage in the proper receptacles and wiping the counter. Refundable items to be left in a clear bag and placed in the maintenance room.
 - b) Kitchen garbage is to be taken to the outside receptacles.
 - c) Kitchen stove is to be turned off and wiped clean.
 - d) The grill is not to be used for heating or warming hot pots.
 - e) Electric appliances, unplugged, wiped clean and returned to normal storage area.
 - f) Floors are broom cleaned and all spills are mopped clean.
 - g) All food and beverages brought into the facility must be removed following the event. NO FOOD is to be left in the kitchen, cooler or freezer.
 - h) Tables/chairs in the hall and meeting rooms returned to where they were found.
5. If candles are approved for use, they are to be extinguished and returned to their proper storage area.
6. Lights must be turned off.
7. All exterior doors locked.
8. Windows are closed and latched.
9. All waste material from hall/meeting room is to be disposed of in the appropriate refuse receptacles
10. Use of the facilities is limited to the room agreed upon for the function.
11. The following areas/items are off limits: parish office, photo copy room, electrical/mechanical room, elevators, storage areas and all audio visual equipment (see 12).
12. Prior arrangements must be made with the parish office for use of any audio visual equipment.
13. A license is required for distribution of all alcoholic beverages (prior notice must be given to the parish facilities management).

Saint Benedict Parish,
Facilities Management

SAINT BENEDICT PARISH MINISTRY CENTRE - RENTAL AGREEMENT**(To be signed and emailed to facilities@saintbenedict.ca)**

I _____ (Occupant), the undersigned, hereby make application to rent space at Saint Benedict Parish Ministry Centre, Halifax, NS.

From _____ to _____ on Day _____ Month _____ Year _____
Begin time End time

for the purpose of _____.

I understand and accept the “Policy for using Saint Benedict Parish Ministry Centre”, “Requirements for Maintaining the Ministry Centre” and the following conditions as noted below.

1. RENT:

The rental fee will be in accordance with Schedule C “Daily Rental Fees”.

Any damage to the building or its effects shall be charged to the Occupant.

In addition to the rental fee, a damage deposit of \$250 is required prior to the event and will be returned after the event provided there are no damages to the facility, cleanup was completed and the key to the building is returned.

Cheques are to be made payable to *Saint Benedict Parish*.

Either party may terminate the agreement by giving 30 days written notice.

Activities must not offend the teachings of the Roman Catholic Church and must benefit the community.

The Pastor retains the right to cancel a booking if it is viewed as inconsistent with Roman Catholic values, beliefs or teachings. In such a case all fees will be returned.

2. ALCHOLIC BEVERAGES:

If alcoholic beverages are served at the above noted event, the Occupant is responsible for making arrangements to apply for a pertinent liquor licence from the Nova Scotia Liquor Licence Board and follow the Board’s requirements.

3. DECORATIONS:

The use of thumbtacks, scotch tape and any decorations with an adhesive backing or any material that damages and leaves residue or staining on furnishings, etc. is not permitted.

No flammable or combustible decorations may be used in the building.

All decorations must be removed by the Occupant immediately following the event.

4. FIRE PREVENTION AND PUBLIC SAFETY:

No device or appliance causing explosion, flames or sparks shall be used, unless such device or appliance is approved for use in the buildings by the Fire Department.

The use of decorative candles or other similar devices is specifically prohibited, unless pre-approved in the contract.

The Parish is not responsible for any injury, loss, or damage to persons, vehicles or property.

Schedule B - page 1 of 3

5. EQUIPMENT:

If the kitchen is included in the rental agreement, this will include kitchen equipment, dishes, glasses, cutlery etc. Disposables may be used provided they are recyclable (no Styrofoam).

6. AUDIO-VISUAL EQUIPMENT:

The Occupants will provide their own audio-visual equipment.

PARISH AUDIO-VISUAL EQUIPMENT IS NOT TO BE USED OR TAMPERED WITH.

7. PARKING:

Access to the hall is by the lower level entrance only. Vehicles may be parked in the church parking lot.

8. WASHROOMS:

Washrooms are located on the lower floor only.

9. INSURANCE LIABILITY:

All liability insurance is the responsibility of the Occupant. The Occupant will provide a certificate of liability insurance for a minimum of \$1,000,000.00. A copy must be provided to the Saint Benedict Parish Office two business days prior to the event.

10. CLEAN-UP:

The Occupant is responsible to make sure that the premises are returned to the state of cleanliness in which it was found. All food and beverages must be removed from refrigerators and freezers following the event. If employing a caterer, this policy must be given to the caterer, as the Occupant remains responsible for clean-up of the premises. If this condition is not met, a bill for cleaning and/or damage will be sent to the Occupant. No food or beverages are to be left in the Ministry Centre.

11. **SECURITY:**

There will be a security fee in the amount of \$15/hour paid by the Occupant directly to the Security Person.

I have read the conditions and will abide by them.

Applicant's Signature

Saint Benedict Parish

Phone # _____

Phone # _____

Date _____

Date _____

12. **FOLLOW UP NOTES/COMMENTS:**

SAINT BENEDICT MINISTRY CENTRE DAILY RENTAL FEES			
Fee		Daily Amount	
	Damage Deposit	\$250	
	Church	\$300	
	Hall (Rev. O'Neill Auditorium) - more than 4 hours	\$400	
	Hall (Rev. O'Neill Auditorium) - less than 4 hours	\$200	
	Meeting Room	\$70	
	Kitchen	\$100	
	Beverage Area (Servery)	\$20	
	Set-up	\$50	
	Dismantle	\$50	
	Audio Visual (basic)	\$50	
	Security (per hour, payable to security person)	\$15	
<p>All fees are due upon approval of the booking request. Please make cheques out to Saint Benedict Parish and submit payment to the parish office. Office hours are: Monday to Friday, 9:45am to 4pm.</p>			

REVISED: April 2016 (Facilities Management Committee)