

ST. THOMAS AQUINAS CHURCH & CATHOLIC STUDENT CENTER

Room Use Policy

AVAILABILITY

- St. Thomas Aquinas rooms may be available for use by registered parish families as well as for university and community groups who are not for profit and not antithetical to our values as a church.
- First priority for scheduling will always be given to St. Thomas Aquinas parish events.
- For non-parish sponsored events, rooms can be reserved **only one month in advance**. Unfortunately, our facilities are inadequate to sponsor activities that meet on an ongoing basis.
- If a staff person believes there is a compelling reason to make exceptions to the above guidelines, the room request will be brought before the staff for consensus.

INSURANCE

Whenever an individual uses parish facilities there is additional liability exposure to the church, archdiocese and those using the facility. To minimize added risk, third party special events coverage is needed.

Events that do NOT require special events coverage:

1. parish sponsored events*
2. non-parish sponsored events with fewer than 30 person, no alcohol served, and no kitchen use
3. sacramental receptions
4. family events for registered parishioners

*The criteria to determine if an event is parish sponsored:

1. Does the parish have full control or final decision making authority over the function?
2. Do fees associated with the function flow through parish accounts?
3. Is the function open to all parish members?
4. Is the purpose of the function to facilitate learning, raise funds for the parish or to provide a social service for the parish?
5. Is the organizer or leader of the function a parish employee or volunteer?

If the answer to any of the above questions is “no” the activity is not parish sponsored.

For Events which do REQUIRE Special Events Coverage, an application must be completed 15 days before the event. There is a \$95 charge for the insurance coverage.

MAKING A RESERVATION

- In order to make a reservation, groups must:
 - meet with parish Business Manager and complete application and forms
 - Sign liability waiver and apply for special events coverage if needed
 - make a deposit (*refundable if facilities are left in clean and orderly condition*).
 - contribute a free will offering to the church for the event.
- Deposit guidelines:

Up to 50 guests	\$100.00
51+ guests	\$200.00
100+ guests	add \$40 janitorial fee which is not refundable
- **Suggested** Free Will Offering (contribution to the church for the use of its facilities) is one dollar per person.

USAGE GUIDELINES

- Events may only be scheduled between 8:00 am and 11:30 pm seven days a week. Clean up must be completed by midnight on the day of the event.
- Parking is unavailable and use of entrances are limited during Mass times. Events can not interfere with Mass times or parking for Mass. Please be aware of the St. Thomas liturgy schedule:

Mon – Fri	noon
Saturday	4:45pm
Sunday	8:30am, 10:30am, & 7pm
- **The use and service of alcoholic beverages is not allowed by non-parish groups without the prior approval.**
- Your group's activities are limited to the area(s) reserved.
- Kitchen may be used for simple heating of food and serving. No food preparation is allowed without prior arrangement.
- The Nursery requires special permission for use.
- All decorating, activities, and cleanup must be completed during the time reserved.
- Tables, chairs, and other equipment are available for your use which you can arrange to suit your needs. Tables and chairs should never be taken from other rooms/areas with prior approval. You must set the room back up when you are finished with your event either the way you found it or according to parish staff instructions.
- **Clean-up includes:**
 - bagging and removing garbage to the dumpster
 - leftover food must be removed.
 - wipe off table tops & kitchen counters after use.
 - check restrooms for garbage, overflows, stopped toilets, etc.
 - turn off lights
 - any items used from the kitchen are returned to their proper place CLEAN
 - if kitchen was used, make sure spills on floor are all cleaned up

.... Basically leaving the area like you found it or BETTER!