

Rules & Guidelines

_____ (Entity Name)

_____ Address

_____ Phone

All buildings on the grounds of the parish are non-smoking.

Unattended children and youth:

All children under the age of 18 should be supervised by their parent/guardian while visiting any of the buildings on campus. This includes before, during, and after scheduled meeting/event times.

Children are not permitted on any of the playgrounds unless they are part of a scheduled ministry/school event and under the supervision of a ministry leader/teacher/approved volunteer. Rental events do not have use of the playgrounds.

Children under the age of 10 should not be sent to the restrooms or water fountain unless accompanied by an adult.

Children and adults are not allowed to play on the stage, jump off the front of the stage, or be allowed to roam unused rooms.

For safety, we ask that guests walk in all rooms.

**** Entity Specific if provided.** Any requests for event childcare must go through the Events Office at the Parish and then be approved by the Diocese of St. Petersburg. If approved, the childcare providers must have Safety Environment Training, 1st Aid and CPR Certification. There is a cost associated with the childcare providers (minimum 2 and based on number of children requiring care). There may be an additional cost associated with the space/room used for the childcare. All snacks and entertainment for children will need to be supplied by client. The client will also be required to apply for event liability insurance through the DOSP if they do not currently carry it. There is an additional cost for liability coverage.

All "teen" events (prom, Quinceañera, sweet 16, etc.) must have off duty officers work the entire event. The Events Manager will go over the policies and costs with the client.

_____ Initial

Food and Drink:

******All events requiring food service require use of a caterer from the list of approved caterers. The Events Manager can provide a list of the approved caterers.

Only Parish ministry groups may offer basic refreshments at their meetings (coffee, water, tea) after approval. Those groups with approval to serve refreshments are asked to dispose of all their garbage.

(Catering)

All areas used by caterers for serving food or alcohol must be left in the condition they were found. All areas (walls, tables, floor) must be wiped down and mopped following the event. All kitchen equipment that is used must be cleaned inside and out.

All bussing will be done from the kitchen.

It is the caterer's responsibility to clean and bus any pre-event holding area where guests are eating and drinking (appetizers and cocktail hour). The caterer will provide a staff member to bus the area while guests are present. Please clean liquid spills immediately.

All bar/beverage stations, ice kept in carts, trays, or coolers must have a carpet under them. Garbage pails within sight of guests must be wrapped in linen.

******* Bars are not permitted on the wood floor of the ballroom. Bars may be set in the concourse or the outdoor patio.

A Caterer's Facilities Rental Fee is assessed to Client's caterers on 10% of the gross amount of all food and beverage services contracted for the Client's event. This cost may be passed on by the caterer to the Client.

(Cash Bars)

Due to zoning restrictions, cash bars are not permitted on campus without the client/group pulling a one-day license from the city/state. In addition, tipping containers and baiting are not permitted due to the zoning restriction. Clients/groups may not sell drink tickets, passes, bracelets, or request donations for alcoholic drinks. Events offering alcohol should not advertise the alcoholic beverages on their invitations or state that they are included in the price of the event ticket. For groups approved to host a cash bar, there will be additional fees charged to cover the cost of off duty officers. Please ask the Events Manager for the requirements.

All alcohol MUST be served by an approved licensed bartender who also carries \$1,000,000 liability coverage.

Clients/guests are not permitted to bring in their own alcohol to an event. The parish has the right to shut down the event if the client/guest does not remove/dispose of the unauthorized alcohol.

Alcohol cannot be left on the guest tables for self-service. All alcoholic beverages must be poured by the approved caterer.

Alcoholic beverages may only be served for a total of 5 hours at any event.

Mats need to be placed on the floor by the bar. Caterers are responsible for bringing their own linen to cover the bar and cover the waste cans.

Linens are not permitted to be removed from tables while guests are present and before the end of the event time. When linens are removed, they are to be folded in; please do not pick them up from the center adding more debris to the floors.

Please do not throw any grease, food, centerpiece filler, pebbles, or solid items down any of the sinks. Caterers will be charged a damage fee of \$200 if this occurs.

Occasionally a \$250 cleaning fee will be requested for special event cleanup or charged to a caterer that has not sufficiently cleaned their area after an event. The Events Manager will contact the catering company in advance should this occur.

_____Initial

Inappropriate Activities/Materials

Campaign Material

Parking

We cannot have any vendor or guest on campus that sells/promotes activity or items that go against the teachings of the Catholic Church.

We cannot have any vendor, performer, dancer, etc. present, whose primary business is promoting sexual toys, pornographic material, or sexually explicit acts. We are a unique, private venue run by a Catholic Church and some vendors and/or material is not appropriate in our venue.

Any vehicles or marketing material with advertising that would seem as we are promoting vendors with values not in line with Catholic values will not be allowed on the property.

Campaign materials are not allowed on St. Lawrence Property. Posters/signs will be removed and discarded if found on the grounds.

The Parish reserves the right to cancel an event or shut down an event that is promoting such activity or material.

Parking for Higgins Hall is complimentary, but there are occasions where the Parish will reserve the parking spaces closest to the church for parishioners attending Mass or ceremonies in the church. Please ask the Events Manager if there are any parking conflicts before scheduling your event. Guests should not park vehicles at neighboring businesses or park and recreation centers.

_____Initial

Cords/Equipment/AV:

Please be aware of the outlet locations and discuss all AV and lighting plans with the Events Manager.

It is recommended that the Client hire an AV company to provide all AV equipment for their event. The Parish does not provide AV technicians for events.

AV vendors must carry \$1,000,000 liability insurance. Higgins Hall – St. Lawrence must be named on the certificate of liability and a copy of the liability coverage must be sent to the Events Manager two weeks before the scheduled event.

Cables are not to be run across door thresholds. Please do not tape cables to the floors or walls. Clients will be responsible to bring extension cords and all equipment that you plan to use for AV and lighting. While setting up equipment near the stage, please do not jump on/off the front apron of the stage.

If the Parish is providing any equipment for your use, please refrain from touching the equipment until a staff member has given you approval and trained you with the equipment.

_____Initial

Decorating:

Events will have three hours prior to the event start time for set up and decorating. During that time, all vendors/caterers

should arrive for load-in. Events will be given approximately one hour to one and a half hours for clean up after the event. All decorations and items must be struck at event end time. If items are left, the client may be charged a clean up fee and the items may be discarded.

Please do not attach decorations to the walls, floor, chairs, windows or ceiling in any part of facility. This includes the glass panels on the exterior doors to the building. All signage and decorations must be self-supported. If you need to hang a sign, please ask the Events Manager for assistance. Please do not use tape, pins, staples, tacks, sticky putty or nails; they damage the floors and walls and leave a residue on the glass/floors.

If you require decorations for your event, please schedule a meeting with the Events Manager to discuss the plans and the vendors/decorators that will be hired. Please give the Events Manager a list of vendors with their contact information.

Anyone using equipment or standing on ladders must provide their own equipment/ladders and carry liability insurance.

Rice, birdseed, potpourri, sparklers, glitter, and confetti are not to be used or thrown on the parish grounds or indoors. Confetti is not to be used on banquet tables. Bubbles may not be blown in indoors due to the wood floors and the potential for guests to slip. Fog machines are not permitted in any of the buildings; they set off the fire alarm. Use of these items will result in a damage fee being charged to the client (minimum of \$200).

Existing Parish decorations in the space chairs, tables, plants and decorative items should not be moved unless requested and done so by parish personnel. If you need Parish furniture moved to accommodate your event, please ask a staff member for assistance. If your group requires minimal movement of furniture (assembling chairs in a circle) during your meeting, please make sure the rooms are put back the way you found them.

Ceiling decorations must be provided by the approved vendors. Please ask Events Manager for the approved companies.

____ Initial

Trash:

(Vendors & Clients)

Please discard of all of your garbage, especially when decorating or striking an event. If you are decorating with florals, please sweep the area you were working and wipe up any spills. Please ask the staff for garbage liners if you need.

(Ministries)

Please take garbage to the dumpsters located _____. Please clean up all spills, crumbs and garbage that your group has left behind. In case of a large spill or accident, please alert a staff member for assistance.

____ Initial

Storage:

Please refrain from storing anything in Higgins Hall without permission from the Events Manager. Items left in Higgins Hall may be disposed of. The Parish is not responsible for any items left on campus.

____ Initial

Loading/ Un-loading:

All loading and un-loading should be done at the _____. There are red carts available for your use. Please see a staff member if you need assistance or call in advance to make arrangements.

The paved walkways around campus are intended for walking only. Cars should not drive up on the paved walkways for loading and un-loading purposes.

Please refrain from dragging equipment across the floor. Nothing is to be moved through the concourse of Higgins Hall when guests are present.

____ Initial

Tables and Chairs / Lights and Air Conditioning:

Standard tables and chairs will be provided by the parish and included in the rental fee. Please speak with the Events Manager

regarding measurements and style. If a Client chooses to use different tables and chairs for their event, they will be responsible for hiring a licensed vendor. Delivery of items will need to be within three hours before the event and pick up will be immediately after the event is over.

Tables and chairs should remain in the room in which they are found. If you rearrange the tables and chairs, please return them to their original configuration. **Please do not drag the tables across the floor or sit on the tables. Please do not stand on the tables or chairs.**

Please turn off the lights when leaving the room.

The air conditioning is pre-set. Please DO NOT reset the controls unless you have been given permission. If the room temperature is not comfortable, please see a staff member. The air will be turned on to a desirable temperature approximately 2 hours before your event begins.

_____ Initial

Restrooms, Time Out of Building & Building Conditions:

Children less than 10 years old should never be sent to the restrooms or water fountains unsupervised. Please remind them to clean up after themselves. Please do not sit on the bathroom countertops.

All *Parish/Ministry activities* should end by 9:00PM unless prior arrangements have been made. Personnel have instructions to turn off lights and lock the buildings at 9PM.

If you are a *contracted event*, the Events Manager will discuss the start/end time for your event. Contracted events are generally given 3 hours to set up, 4 hours event time, and 1 hour to clean up. All contracted events must end by 12:00AM.

Please report problems or unsatisfactory conditions to the Events Manager or Event Staff, not to the Priests, Deacons or other staff members.

Please report any damages to : _____ phone: _____

_____ Initial

User Signature: _____ Printed: _____

Date: _____

Staff Approval: _____ Received: _____

Parish Sponsored Ministries/Groups

Name of Group: _____

Group Leaders Name: _____ Facility Keys: _____

(Responsible for all group meetings & keys, office must be notified of any changes both permanent and/or single event).

Contact Phone: _____ Contact Email: _____

Facility Use Information

Room Reserved: _____

(If a change of location is needed prior permission must be obtained from the office).

Meeting Day: _____ Time: _____ (include set up & clean up)

(If a change of meeting day or time is needed prior permission must be obtained from the office).