

Use of Holy Family Property

The Holy Family Catholic Church (HFC) is located at 409 E. 8th Street, Eudora, Kansas and Holy Family Parish Hall(s), is located at 820 Birch Street, Eudora, Kansas. The Church is available for weddings and quinceaneras. The Hall is available for use to only Holy Family Parishioners. A Parishioner is a registered and active member of Holy Family Catholic Church for at least 6 months. Out of town offspring of HFC parishioners are eligible to use the Church and Parish Hall for weddings. All events must be consistent with the teachings and principles of the Catholic Church.

Church Guidelines

- 1) There is no charge to use the church for parishioners.
- 2) There is a \$300 fee to use the church for non-parishioners.
- 3) Wedding coordinators are allowed.
- 4) The wedding party may use the downstairs restrooms for dressing.
- 5) All decorations and personal items must be removed immediately following the celebration.
- 6) There is no deposit for the use of HFC.
- 7) Keys to the church will not be checked out.

Any exceptions to these guidelines will be at the discretion of the Pastor or his designee.

Parish Hall(s) Guidelines

Only a HFC Parishioner (as defined above) can use the Parish Hall for an event. The following fee schedule will apply:

Upper Parish Hall Rental - \$100.00 (Max occupancy 132)
Lower Parish Hall Rental - \$250.00 (Max occupancy 340)
Deposit - \$500.00 (refundable if there is no damage and clean-up is complete)

Certificate of Contractual Coverage with our insurer, Catholic Mutual, must be signed and submitted at least 15 days prior to event with the contract when reserving the facilities. Catholic Mutual requires a \$95.00 fee per event for this coverage. As an alternative, the facility user can have additional event coverage provided by their insurance carrier. A certificate of liability form must meet the coverage limits set forth by the Archdiocese of Kansas City, KS and must also be signed and submitted with the contract when reserving the facilities. The facility user accepts all risk and consequences associated with their use of the facilities.

1. Reservations for using the Parish Hall are to be made with the Parish Office. No reservation is firm until insurance coverage is received, fees are paid, and the contract has been signed. All reservations are dependent upon Church/Parish schedule.

2. Once all paperwork has been submitted and approved, a key to the Parish Hall may be checked out from the office. The times to check out and return the key are dependent upon office hours and Parish Hall availability.
3. The renting party must employ a security guard for all events involving the distribution and consumption of alcoholic beverages. The Parish will provide a list of approved security guards prior to the event. The renting party is responsible for the fee to the guard. The security guard must be present through to the end of the event to assure: no uninvited disturbances, no minors in possession of alcohol, no damage to the facility and the safety of people as they leave the parish property.
4. There is to be no music or amplified sound in the Parish Hall between 3:30 pm and 6:30 pm on Saturdays to allow for confessions and Mass in the Church. The doors to the Parish Hall must be closed during this time period.
5. Sunday events can begin 1 hour after Mass ends.
6. Monday – Saturday events can begin any time after 9:00 am.
7. An evening event must be over by 11:00 pm. and the hall(s) cleaned and vacated by midnight.
8. When decorating the Parish Hall, nothing may be attached to the walls. Decorations are not to be installed in such a manner as to cause damage or be detrimental to the facilities. Taping to any painted surface is not permitted. **NO MASKING TAPE, DUCT TAPE, SCOTCH TAPE, STICKY-TACK, NAILS, STAPLES, ETC.**
9. No confetti, glitter, rice, birdseed, sand, dance wax, gum, or similar items may be thrown or used either inside or outside the building.
10. Every facility user must take responsibility for ensuring that the hall is as clean as before their event, including immediate removal of personal items, decorations, etc. when the event is over. See 'Parish Hall Clean-up Procedures'.
11. No minors are allowed to consume alcoholic beverages in Parish Hall or on all Parish property.
12. No smoking or use of any tobacco products is allowed in the Parish Hall.
13. "Dance Wax" or any other floor abrasives are strictly prohibited from all floors.
14. No fireworks on all Parish property.
15. Failure to comply with these guidelines will result in a loss of the usage deposit and/or the denial of requests to use Parish facilities for future events.

These rules are not exclusive and may be amended as seen fit by the Pastor or his designee.

Parish Hall Clean-Up Procedures

- Remove all of your decorations.
- All trash is to be removed from the premises. (Unfortunately, we cannot accommodate the additional volume.)
- Clean the kitchen and counter tops and remove all of your food and beverages.
- Clean floors using broom, mop and/or vacuum as needed.
- Return tables and chairs to original configuration.
- Clean bathrooms and empty trash.
- Clean up lawn and parking lot.
- Turn off lights.
- Lock the doors.
- Return keys to Parish office next business day.

Reservation Request Form

Today's date: _____

Event Date: _____ Hours: from _____ to _____

Facility User Name: _____

Address: _____

Phone: _____

Type of event: ____ wedding ____ anniversary ____ social ____ other _____

Brief description: _____

Number of guests expected: _____

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

Name and phone number of security guard (if alcohol is served):

Please list any and all rentals and outside materials/furnishings to be brought into the facility in detail; subject to approval of the Pastor or his designee. If not, state none.

I have read and agree to adhere to the 'Parish Hall Guidelines' and 'Clean-Up Procedures' of Holy Family property. I understand that failure to abide by any one of these will result in a loss of privileges and/or forfeit of my deposit.

Signature _____ Date: _____

Parish authorization: _____

Funds collected: _____ (use fee)
_____ (insurance)

Total: _____(deposit)

Deposit amount returned: _____ Date: _____ +