

## HOLY SPIRIT PARISH MULTIPURPOSE BUILDING POLICY

- 1) Use of the building must be scheduled with Building Coordinator
  - (a) Parish has priority on Friday evenings during Lent
  - (b) Parish organizations have priority for regularly scheduled meetings
- 2) Rental rates will be established by Parish Council on a pro-rated basis relative to hours reserved.
- 3) Definition of a Parishioner for rental purpose:
  - (a) Registered parishioner of Holy Spirit Church
  - (b) Prays with Parish community more often than not
  - (c) Contributes to the welfare of the Parish and Parish Community
- 4) The building will not be rented for events such as commercial fundraisers (ex. tool sales, garage sales, etc.)
- 5) Rental fees and deposit for events held by the Knights of Columbus, St. Ann's, and other church related organizations, which are NOT fundraisers, will be waived; however all other guidelines for the use of the building must be followed.
- 6) Parish organizations utilizing the building for fundraisers may have rental fees waived but are encouraged to make a reasonable donation.
- 7) Final decision of Multipurpose Building rental will be decided by the Parish Priest and Parish Council.
- 8) Use of building for events that conflict with Catholic doctrine will be prohibited
- 9) Parishioner rates are established with the understanding that the parishioner is utilizing the building for personal use and not for group events (Class reunions, club meetings, etc. will not receive parishioner rate)
- 10) Community service organizations wishing to use the building for non-fundraising events may have fees waived, if approved by the Parish Priest and Parish Council
- 11) Keys to the Multipurpose building should only be held by the following:
  - (a) Parish Priest
  - (b) Parish Secretary
  - (c) Building Coordinator
  - (d) Janitorial Service
  - (e) Director of Religious Education
  - (f) Grand Knight of Knights of Columbus
  - (g) St. Ann's Sodality Chairmen Heads
  - (h) Building and Grounds Members
- 12) Rental procedures will be followed as outlined below.

### BUILDING COORDINATOR'S RESPONSIBILITIES

- Maintain Multipurpose Building calendar and work closely with Church Secretary to avoid any scheduling conflicts.
- Provide Renter with **Renter Cleaning Guidelines** and **Holy Spirit Parish Multipurpose Rental Agreement** at time of **Rental Contract** signing and allow Renter access to building.
- Review guidelines for proper usage of building/equipment with Renter.
- Secure appropriate deposits and signature on **Rental Contract**
- Schedule cleaning inspection with cleaning personnel via rental schedule of events.
- Refund any deposits due to Renter.

## **JOB DESCRIPTION FOR CLEANING/INSPECTING HOLY SPIRIT MULTIPURPOSE BUILDING**

The following cleaning should be done monthly, weekly or as needed where denoted.

### **Bathrooms:**

- Stools scrubbed with bowl brush and toilet bowl cleaner than wiped clean with wet cloth and disinfectant. (weekly)
- Sinks scrubbed with cleaner and counters wiped clean with wet cloth and disinfectant (weekly)
- Trash cans emptied and liners inserted.
- Floors swept and wet mopped with disinfectant then rinsed and buffed.
- Mirrors cleaned
- Toilet paper, paper towels, and soap dispenser filled.

### **Hall:**

- Tables and chairs wiped clean with wet cloth and disinfectant. (if needed)
- Floor swept and mopped clean with wet mop and disinfectant. Floors rinsed thoroughly then buffed.
- Floor mat at door vacuumed and swept
- Any spots on walls cleaned
- Tables and chairs placed in 3 rows of 3
- Trash cans emptied and liners replaced

### **Kitchen:**

- Sinks scrubbed with cleaner and all counters wiped clean with wet cloth and disinfectant
- Refrigerator wiped clean inside and out with wet cloth and disinfectant (as needed)
- Stove cleaned with wet cloth and disinfectant (as needed)
- Major food spills in oven or on stove cleaned with oven cleaner then wiped clean with wet cloth and clear water (as needed)
- Microwave wiped clean and rinsed with water (as needed)
- Trash cans emptied and cleaned. Trash can liners inserted
- Floor swept and wet mopped with disinfectant, and buffed.
- All cleaning items (buckets, mops, brooms, cloths, linens) cleaned, dried, and stored away
- Paper towels replaced if empty and other cleaning supplies replenished (as needed)
- Call Church Secretary if any repairs are needed in building
- All trash to be bagged and taken to dumpster

Cleaning personnel will be paid \$210 monthly for completion of all duties as listed above.

## **RENTAL RATES**

### **KITCHEN AND HALL RENTAL**

- 1) Non-Parishioners
  - a) 0-6 hours \$250
  - b) Over 6 hours \$500
- 2) Parishioners
  - a) 0-3 hours \$25
  - b) 3-6 hours \$100
  - c) Over 6 hours \$200

### **COMMERCIAL RENTAL**

- 1) \$500
- 2) Kitchen use includes only the use of counter-top space, stove, refrigerator, ice maker and warming oven
- 3) Rate will be reduced to \$350 if St. Ann's Sodality prepares a meal

A deposit of \$150 is required for all rentals.

## **HOLY SPIRIT PARISH MULTIPURPOSE RENTAL AGREEMENT**

1. The Building Coordinator is responsible for allowing access of the building to the Renter.
2. Events must end no later than 1:00 AM and cleanup be completed by 12:00 PM the following day unless the building is needed for a parish function. In that event, building must be cleaned by 2:00 AM following the event or deposit will be forfeited in either circumstance.
3. Musical groups and DJ's are allowed and must be arranged by the user with all playing to cease by 11:00 PM
4. Noise level must not disturb the peace of the surrounding residents.
5. Hanging or removing anything from the ceilings using nails, tacks or kinds of tape that may damage the walls or ceilings is prohibited.
6. Cleaning requirements are outlined in Renter Cleaning Guidelines.
7. Renter will be responsible for removing any disorderly persons from the premises.
8. All state and local liquor laws must be observed. NO person under the legal drinking age of 21 years is permitted to consume alcoholic beverages on premises.
9. Illegal substances are strictly prohibited.
10. All checks/cash payments for hall rental will be payable to Holy Spirit Church and will be handled by the Building Coordinator, prior to the event, upon signing the contract.
11. Holy Spirit Church is not responsible for injuries, accidents or thefts occurring with the use of the Multipurpose Building.
12. Smoking is NOT permitted in the Multipurpose Building; this includes the kitchen and restrooms.

HOLY SPIRIT PARISH MULTIPURPOSE BUILDING  
418 S. Rollins, Centralia, MO65240 (573-682 2163)

RENTAL CONTRACT  
(form to be completed by Building Coordinator)

PERSON REQUESTING BUILDING: \_\_\_\_\_ PHONE: \_\_\_\_\_

RELATIONSHIP WITH HOLY SPIRIT PARISH: \_\_\_\_\_

NAME OF GROUP USING BUILDING: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

TIME(S) REQUESTED: \_\_\_\_\_

(Allow time for set-up and clean-up)

CONTACT PERSON (if not person requesting building) \_\_\_\_\_

PHONE: \_\_\_\_\_

CHARGES: \_\_\_\_\_ Hall Rental \_\_\_\_\_ Deposit

The undersigned has received copies of the **Renter Cleaning Guidelines** and the **Holy Spirit Parish Multipurpose Rental Agreement** and agrees to assume responsibility for all charges, damages, terms and conditions outlined in these documents.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

## **RENTER CLEANING GUIDELINES FOR MULTIPURPOSE BUILDING**

### **Bathrooms:**

- Trash cans emptied
- Floors swept and mopped if needed
- Counters and sinks wiped clean with wet cloth

### **Hall:**

- Tables and chairs wiped clean with wet cloth
- Floors swept and where needed wet mopped
- Decorations removed
- Tables and chairs placed in 3 rows of 3 in center of room
- Tables and chairs in west corners of building to be replaced as found for classroom usage
- All trash placed in dumpster behind the building

### **Kitchen**

- Floors swept and where needed wet mopped
- Trash cans emptied
- Dishes, pots, and pans, utensils and flatware cleaned with dish detergent and rinsed with light Clorox water then dried and stored away
- Stove cleaned with wet cloth
- Oven spills wiped up with oven cleaner then rinsed with clear water
- Counters and sinks wiped clean with wet cloth
- Microwave wiped clean with wet cloth
- Removal of all perishable food brought in

### **Exterior**

- All trash and loose debris (e.g.; cigarette butts) are to be picked up from around building and parking lot and playground

### **Other**

- All cleaning supplies/equipment must be stored away
- Mops must be rinsed clean before storing
- Cleaning buckets and mop wagons must be emptied and rinsed before storing