



How to Reserve Rooms at Lumen Christi

Reservation a Room

All room requests are made by completing the Room Request and Set Up Form which can be found at: <http://lumenchristicc.org/parish-community/room-request-setup-form/>.

This form will put your event on the calendar, make sure that the doors are unlocked, programmed for heating or cooling and set up as you requested.

The Scheduling Coordinator, Michaela Bisanz, will confirm the reservation within 2 days of receiving it. If possible room requests should be submitted *least 1 week prior to room use*. (Doors and heat are programmed Monday mornings for the full week.)

1. Events held at the Facility may not conflict with any weekend liturgies, funerals or already scheduled parish programs.
2. Please note any room set up requirements, including audio/visual needs, number of attendees, or food and beverage service. Use of the facility can only be approved if the room set up requirements can be accommodated. Final attendance counts and adjustments to event needs may be added one week before the event if necessary.
3. The Scheduling Coordinator will coordinate with the applicant any access to the facility(s) for set up or decorating prior to the Event.

Room assignment will follow these General Principles:

1. The goal of this facility is to promote use of the facilities in line with the parish mission.
2. Events and use that promote Lumen Christi goals and objectives receive priority.
3. Neither individual members with personal business or outside groups shall conduct fundraising events.
4. Bookings for political parties/individual candidates for office will not be accepted.
5. Weapons are not permitted on the premises unless carried by a police officer on official business.
6. Use of tobacco is allowed only in the south parking lot.

Rooms will be assigned according to the particular needs of the group, the time of day, and the size of the group. Depending on these factors, your activity or meeting room may be adjusted to the overall parish schedule for that day.

If scheduling conflicts occur, every effort will be made to accommodate all parties.

Funerals are given the highest priority in the Church, Chapel, Gathering Area and Community Room (including kitchen). A good effort will be made to accommodate a scheduled event in an alternative space.

RESPONSIBILITIES FOR RESERVING A ROOM

- Responsible Party: All parties who make a reservation for a room in the parish facility must have a contact person who is responsible for making sure the following procedures are followed.
- Cleaning: All groups are responsible for the maintenance and cleanliness of the rooms used. Other groups may be using the room shortly after your group is done. Rooms should be returned to the shape that you found them. This includes the proper cleaning of tables, recycling of containers, paper, etc., and the proper disposal of food and drink. Floors should be swept/vacuumed if needed. If additional cleaning is required, the group responsible will be charged for the extra cleaning that is necessary.
- Room Set-Up: The configuration of tables and chairs needs to be left in the way you found them. If you wish to change the configuration in the Community Room, please note on the Room Request and Set Up Form your requested table and chair preference.
- Damage Report: If anything is damaged in the room during your meeting or even, please report it to the Maintenance Department. If you discover something damaged or in need of repair, please report it to the Maintenance Department.
- Door Lock Time: If your event or meeting occurs before or after normal parish hours { 8 a.m. – 4:30 p.m. Monday – Friday }, we recommend that the doors be unlocked 15 minutes before the start of the meeting and relocked 15 minutes after the meeting/event begins. For larger events the doors may need to remain unlocked longer but please have the doors re-lock as early as possible. This is to preserve the security of the building and the safety of your guests.
- Doors may NEVER be propped open. If you are waiting for someone who will be late, then someone from your group must wait near the doors to let that person in or have them call a cell phone.
- When you are leaving, do not allow anyone into the building that you do not know. Wait until the doors have closed behind you before leaving the area.
- Recycling: Lumen Christi Church is a good steward of our resources. We ask that you take care to recycle what you can. Recycling receptacles are available throughout the building. Please inform your guests to take care not to place trash in the recycling containers.
- Special Items: You are responsible for furnishing all consumable items such as paper plates, cups, napkins, coffee, sugar, table cloths etc. If you are using one of the small classrooms, you must provide your own supplies. I.e.) paper, scissors, tape, glue etc.
- Before you Leave: Check to make sure all lights have been turned off. If you have used the kitchen area, check that the stoves, ovens, coffee pots have been cleaned and/or turned off. Please walk the building area that has been used to be sure that you are the last person out and that the doors are secured.
- Children: Children must have adult supervision. Please keep your children with you at all times. This is for the safety and security of all involved.

- Decorations: The Applicant should consult with the Scheduling Coordinator regarding any decorating plans. If you are hanging signs, please use blue tape or Command removable hooks.
- Advertising: Limited soliciting is permitted in the Church or the Gathering Space when cleared by the Scheduling Coordinator, Parish Leader and/or Pastor.
- Catering: If a professional caterer is used, the catering company must provide Lumen Christi Catholic Community with a certificate of liability insurance with a minimum coverage of \$500,000.00.
Food preparation is allowed only in the kitchen. Service of coffee or light refreshments in multi-purpose rooms of the Facility is permitted.
If you have used dishes or glasses for your meetings, you are responsible to wash them.

Applicants Using Space that are not part of Lumen Christi or Highland Catholic will be charged a rental fee.

Fees Summary for Rentals

Rental Fee:

- A. Full payment of the rental fee is due 7 days prior to the event. The parish will have the right to terminate the Use Agreement if not paid when due.

Damage /Cleaning Deposit: \$250 due 30 days prior to the event. This fee is refundable if facility is found in the same condition previous to rental.

Additional Requirements:

For events serving alcohol

- Parties up to 50: There will be event staff on site. This person will be hired by the parish and may not be someone attending the event. There will be an additional \$100 fee for serving alcohol.
- Parties over 50: There will be event staff on site plus an off-duty police officer on site. A professional bartender is required. The event person & the police officer will be hired by the parish and may not be someone attending the event. There will be an additional \$200 fee. The police officer will need to be paid by the renter on the day of the event.

Food needs to be constantly available throughout an event that serves alcohol.

The bar will shut down 2 hours prior to the conclusion of the event, and no further alcohol will be served.

If someone has had too much to drink, the staff person will call a taxi for the individual.

The lessee is responsible for the conduct of their guests and any damage caused is the responsibility of the lessee.

Room Fees:

Under 6 hours

Over 6 hours

Community Room/Kitchen	Members: \$450 Non-members: \$600	Members: \$600 Non-members: \$800
Upstairs Lg. Conference Rm:	Members: \$350 Non-members: \$500	Members: \$500 Non-members: \$700
Cana Conference Room	Members: \$200 Non-members: \$300	Members: \$275 Non-members: \$500
Classroom:	Members: \$150 Non-members: \$250	Members: \$250 Non-members: \$400

Special Event Coverage

A certificate of insurance is required 15 days prior to the event.

Groups renting the Parish property for a special event must provide a certificate of insurance to cover their event. The general liability coverage needs to be not less than one million dollars (\$1,000,000) per occurrence. Homeowners insurance will usually cover these types of events (renters should check their policy) Special Events coverage is available through the Archdiocese for \$110.00. A copy of the **Certificate of Insurance** must be presented to the church **naming Lumen Christi as additional insured with the dates of facility use** in relationship to the facility usage for claims which arise out of facility user's operations or are brought against the parish by facility user's employees, agents, partners, family member, students, customers, function attendees, guests, invitees, organizational members or associates. Facility user also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the parish.

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