

FACILITY USE GUIDELINES & RENTAL POLICY



ST. ANN
CATHOLIC
PARISH

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Our Lady

OF THE ASSUMPTION MISSION



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WELCOME

Welcome to St. Ann, Gulf Breeze & Our Lady of the Assumption, Pensacola Beach. It is the Church's desire to show hospitality to all. However, the Church reserves the right to refuse any application for use of the church facilities and all applicants agree to hold the Church harmless as a result of any refusal of an application. This document includes the policies, procedures, responsibilities, and terms of agreement relating to the use of the Church property and facilities.

All groups using the church are expected to leave the facilities in the same condition as, or better than, they were found.

The user or group representative, by signing the FACILITY USE and/or RENTAL FORM, agree to hold harmless and indemnify the Church with any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the building, furnishings, equipment or property. Liability insurance for such coverage may be required for users as determined by the Church. A certificate of insurance may be required with the Church FACILITY USE and/or RENTAL FORM.

APPLICATION and FEE PROCESS

Anyone wishing to use the Church's facilities should contact the church office for an application (FACILITY USE and/or RENTAL FORM) or complete the form on our website. Scheduling will also be done through the office. The Application will include a copy of this Facility Use Policy along with our standard Facility Use Fee Agreement for information purposes. The completed application will be returned to the church office. If approved, a copy will be returned to the Applicant with a definite established fee with instructions on payment in order to finalize reservation of the desired date.

Any fee paid for the use of the facility that does not occur will be reimbursed, upon request. The Pastor has the authority to waive or alter suggested fees and facility use to tailor them to a specific event. Payment IN FULL is expected after application is approved.

CHURCH SPONSORED GROUP OR MINISTRY EVENTS

In order to maintain a Church calendar and avoid scheduling conflicts, the Administrative Assistant shall coordinate the scheduling of the use of Church. All Church organizations, programs, and sponsored groups (Examples: Knights of Columbus, Men of St. Joseph, Women's Study Groups, Scouts of America, etc.) shall submit a written application (see reverse side) for use of the facilities for regularly scheduled (monthly, semi-monthly, bi-monthly, etc.) meetings on an annual basis to the Church office by May 15th, including dates they will not use the facility (if the group will not meet during the summer). Failure to file this form in a timely manner may result in the group being denied use of the requested room and/or equipment.

All Ministries/Non-Profits that are sponsored by or a part of the Church are responsible for the care and presentation of our facility. All parties scheduled and approved by the Parish Office will have the responsibility of keeping our facilities clean and prepared for the next ministry/group using the facility. This includes the requested rooms/resources.

LIABILITY INSURANCE COVERAGE

You will be required to purchase additional liability insurance, available at a reasonable cost through the Diocese of Pensacola-Tallahassee. See the Parish Office staff for details or visit [K & K Insurance](#) online. **(If your group has liability insurance, a copy of the insurance certificate should be delivered to the parish office at least two weeks prior to your function)**

FEE SCHEDULE

ST. ANN – GULF BREEZE	Capacity	STA/OLOA Sponsored Group	STA/OLOA Parishioner	NON-MEMBER
Main Church	750	*	\$150	\$300
Chapel Conference Rm.	20	*	\$25	\$50
Family Life Center: Classroom	15	*	\$25	\$50
Family Life Center: Rec Area	15	*	\$25	\$50
Family Life Center: Gymnasium	200	*	\$75	\$150
Nickelsen Parish Hall (includes Kitchen)	200	*	\$200	\$400

OUR LADY OF THE ASSUMPTION – PENSACOLA BEACH	Capacity	STA/OLOA Sponsored Group	STA/OLOA Parishioner	NON-MEMBER
Main Church	350	*	\$150	\$300
Education Center: Classroom	12	*	\$25	\$50
Education Center: Conference Rm	25	*	\$50	\$100
Hunt Hall (includes Kitchen)	150	*	\$200	\$400

Staff Fee: A required fee of \$25/hr will be charged to have a staff member on campus if outside normal office hours (M-F 9am-4:30pm for St. Ann and M-Th 9am-12pm for Our Lady of the Assumption).

Kitchen Manager Fee: \$25/hour required when using kitchen for Food Preparation

Parish Hall Cleaning Fee: \$100 up to 100 attendees, \$175 over 100 attendees

This fee includes removal of garbage from premises, cleaning of floor, replenishing paper products in restrooms, and straightening of chairs and tables. If groups change the original configuration of the space, they should return it to the original set-up. Additional time may be billed to groups requiring extended cleaning/return-to-original set-up.

Fee schedule only applies to events outside of Weddings/Funerals.

GUIDELINES FOR USE OF BUILDING AND FACILITIES

Reservations for use of parish facilities must be made with the Parish Office, either in person, online, or by calling (850) 932-2859. In accepting reservations, preference will be given to parish groups. Every effort will be made to accommodate requests for the hall, but determination will be made as to group size, function, etc. Scheduling of parish buildings is very tight, and accommodations must be made for the next person or organization coming into the building after you. All groups will be accommodated according to the most economical operation of the parish and still meet the needs of the requesting group.

Other religious groups and secular groups whose values and goals are consistent with those of the parish are cordially invited to use the hall, provided a parish group has not already reserved it for the same time.

A fee shall be charged for the use of parish spaces by all groups. These fees help to defray the actual expenses involved in operating the building during the time the event is held. Since the kitchen is used in some form by almost every group the fees for use of the kitchen are included with the hall use.

The premises should be returned to the same condition and room set-up as was found prior to entering the premises, as outlined later in this policy, unless arrangements to the contrary have been made in advance. St Ann/OLOA staff will be responsible for general cleanup of the facilities and you will be charged an appropriate fee.

There is no fee required for diocesan-sponsored activities.

KITCHEN-SPECIFIC GUIDELINES

Anyone desiring the use of the kitchen facility must see the Kitchen Manager at the time of reservation with the Parish Office. The Kitchen Manager is responsible for the kitchen in the hall, and the Kitchen Manager will familiarize you with the facilities. If you are utilizing a caterer, it is your responsibility to make the catering arrangements, and not the responsibility of the St. Ann Office staff or Wedding Coordinator.

Kitchen facilities are also available in Hunt Hall at Our Lady of the Assumption. Coordination of this use will be communicated through the Mission Director prior to your scheduled event.

GUIDELINES FOR ALL ROOMS

Please ensure that adequate monitoring of children is a priority. School events should plan to include enough staff/chaperones to monitor the comings/goings and behavior of students. When using the main church at either campus, it is imperative that guests understand the sacred space which they occupy. A sense of reverence and decorum should be provided as reminders so as not to confuse the space with a gymnasium/social hall. Beverages and food are not permitted in the main church space.

Reception, dining, and cooking equipment is available to church members and church sponsored groups and events provided that all equipment is properly washed, dried, and put away after use. All kitchen use should be coordinated with the kitchen manager.

In order to ensure the safety of all event participants, as well as the security of the church's facilities, all exterior doors must remain closed unless attended.

All decorations, including tape, etc. must be removed

DECORATING GUIDELINES

Posters and various forms of decorations are NOT to be tacked to the wall, ceilings, floors or woodwork. No posters or decorations are to be placed on the walls higher than ten (10) feet from the floor. Under no circumstances are nails, screws or staples to be used. The use of portable boards and easels is encouraged. Please observe the following rules while decorating for your event:

When attaching decorations, use masking tape or a poster putty type material. (No nails, tacks, staples, tape (other than masking tape) or glue will be used. Do not use anything that will lift off or damage pews, wood, fabric, carpet, paint or anything else on the church property. The use of glitter or confetti inside the building is prohibited.

For safety and security, objects blocking the windows and doors will not be permitted, even on a temporary basis. (Balloons are to be removed prior to closing the building, since movement of the balloons activates the security system).

All decorations must be completely removed after your event.

ALCOHOLIC BEVERAGE GUIDELINES

Alcoholic beverages are restricted to events not open to the general public and "by invitation only" events, such as wedding receptions and private parties.

Alcoholic beverages shall not be sold as a concession for fundraising at any event. Alcoholic beverages shall be limited to consumption INSIDE the parish hall. Carrying open containers on the parish grounds is strictly prohibited.

The sponsoring person or organization accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior that indicates intoxication of any participant shall be cause for consumption to immediately cease, and also shall be cause for future denial of permission for the sponsoring organization.

The sponsoring person or organization accepts full responsibility to ensure that consumption by a minor is STRICTLY PROHIBITED.

The Parish reserves the right to rescind permission for consumption of alcoholic beverages if a conflict arises with other uses of the buildings taking place at the same time which may be incompatible with alcoholic beverage consumption.

Proof of liability insurance for organizations and parties on the parish grounds is now a diocesan requirement. This insurance may be purchased through the Diocese at a reduced cost. Parish sponsored events are exempt from this requirement, but all outside organizations using the parish facilities are required to purchase this additional insurance protection, or provide evidence of its own insurance). The Parish Office staff will provide details when reservations are made.

All events that incorporate alcohol on the parish grounds shall come under the guidelines of the appropriate Florida State Statutes.