

Welcome to the Facilities of
Holy Family Catholic Parish
9669 Kraft Ave SE
Caledonia, Michigan 49316
616-891-9259

Holy Family Parish is blessed to have outstanding facilities to carry out our parish's mission. When not in use, it is good stewardship to allow others to have access to them. Our facilities are a great place for recreational activities, meetings, seminars, luncheons, private parties and special events.

Our Holy Family Center is split between a recreational floor and a more formal section for special events such as wedding receptions and sit-down dinners. This facility has built in projection and sound, a fully functional kitchen, and adjustable lighting. Stages and microphones are also available.

In addition to our hall, we have smaller rooms that can accommodate 5 to 60 persons. All rooms are able to have projection and various table layouts.

In this document you will find the information and forms you need to reserve and rent our facility. Specific costs can vary and are determined based factors such as parishioner status; event expected attendance, and additional property and setup requirements.

Whatever parish facility you use, our goal is to make your event enjoyable and a huge success. Please call the parish office at 616-891-9259 for more information and to see how we can help with your needs.

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HOLY FAMILY PARISH

Facility Capacities and Equipment

Location	Maximum Capacity				Available Equipment
	Dinner Style	Classroom Style	Board Style	Theater Style	
Holy Family Center Hall 0-100 guests 101-200 guests 201+ guests	325			450	Microphones, Stage, Projection, Bar facility, Sound System
HFC Meeting Rooms (each)		20	26		
St. Mary Hall—East	60			80	
St. Mary Hall—West	60			80	
St. Joseph Hall	80			100	
SJH Meeting Rooms		20	20		
Library			14		

Parish Facilities

Policy and Procedures

Facility Scheduling

The Holy Family parish facilities are private facilities and are open by reservation only. Reservations are requested by submitting a completed Parish Facility Use Request form to the parish office. It is advised that reservations be made as far in advance as possible.

Exclusive Use

Reserved use of the facilities will not secure exclusive use; efforts will be made to keep the space as private as possible.

Smoke Free

All parish facilities are smoke-free environments. Guests should be informed prior to their arrival. A smoking area is provided outside the service door entrance.

Closing Time

Events must end no later than 12 o'clock midnight (12:30PM on New Year's Eve). Parish facilities must be vacated by 12:30PM (1:00AM on New Year's Eve). Exceptions must be cleared at the time the reservation is booked.

Set-Up and Clean-Up

Renter is responsible for removing any items or equipment brought in for the event. Church staff will be responsible for general clean-up of the room(s) used for the event; trash, vacuuming, kitchen and bathrooms. Our church staff will breakdown tables and return the room(s) to its standard set-up. Non-profit organizations may be able to negotiate this policy in order to offset costs. See the fee schedule for Set-Up and Clean-Up fees.

Keys

Keys and door security will be the sole responsibility of the parish maintenance staff. There will be no distribution of facility keys to users.

Kitchen Use

Renters requesting the kitchen for events must meet with the Business Manager or Facility Staff. Equipment and appliances intended for use will be identified and appropriate training completed. Clean-up responsibilities will also be communicated.

Equipment

Holy Family Center equipment will remain in the facility. Equipment will not be loaned or rented out and will be marked and identified as belonging to Holy Family Catholic Parish. If the sound or video system is requested, training will be provided in proper use and care and clean-up.

User Equipment

No user provided equipment is to be brought into the facility, e.g. popcorn machine, vending machine, unless cleared by the Parish Business Manager or his/her designee in advance. Exception: Band instruments, DJ equipment and props used for the event.

Children

Children must be under parental guidance at all times and not be left to roam through the building. If children use the athletic floor, they must be supervised by an adult.

Decorations

The use and attachment of decorations will need to be discussed and approved by the facility staff or business manager. Of concern are tapes, putties, and hooks that may damage walls and ceilings. There are some hanging and display systems available.

Food and Beverages

Whether the renter is using a caterer or serving themselves, the responsible person will need to meet with church staff prior to the event. This communication will allow for discussion of serving facilities available as well as an understanding of use and cleaning expectations. Food and supplies that belong to Holy Family are not to be used by renters. (paper plates, plastic silverware, coffee, etc) Food and beverages are not allowed in corridors, stairways, the elevator, bathrooms, sanctuary, chapel or narthex.

Alcohol

Dispensing alcoholic beverages is permitted and may be purchased by the serving. No packaged beer, wine or liquor may be sold on the premises. Alcohol must not be served past 11:30PM (midnight on New Year's Eve). See Alcohol Guidelines for details.

Liability Insurance

If required, users must pay for a liability insurance bond provided by the Michigan Catholic Conference. The need for this is determined on the event type and size. The cost is shown on page 8.

Cancellations

Refund of deposit and balance will be made if the event is cancelled by contacting the parish office at least 60 days before the event. One half of the deposit will be refunded if cancelled at least 30 days before the event.

Laws

All laws of the United States, the State of Michigan and all statutes and ordinances of Kent County and Caledonia Township must be obeyed.

Youth Room

The Youth Room is not available for event rental.

User Responsibility

User agrees to replace or reimburse the parish for any items that may become lost, stolen or damaged while responsible for the facility. Users are asked to report any damage to the event supervisor immediately. Tables are not to be dragged across the carpet or gym floors.

Policy Changes

Holy Family reserves the right to make policy changes within sixty (60) days notice of scheduled events. Changes will be communicated to parties with reservations.

Rental Pricing

An event deposit is due with the completed Facility Use Agreement; the remaining balance is due no later than 2 weeks prior to the event.

Exceptions

Exceptions and deviations to these policies will be at the discretion of the parish Business Manager and written into the agreement or noted on the request sheet.

Facility Host – (larger events)

Holy Family will provide representatives to assist the event coordinator. They will be on premises for the length of the event and be available to answer questions and handle special requests. Not all events require a Facility Host. See the fee schedule for remuneration.

Emergencies

In the event of an emergency, e.g., medical, fire, altercation, theft, traffic accident, etc., call **911**. The phone is located in the kitchen next to the door leading into the corridor. It is not necessary to dial a special number to get an outside line.

Holy Family Catholic Parish
Facility Use Agreement

THIS AGREEMENT is made this _____ day of _____, 200__, between Holy Family Catholic Parish (hereinafter referred to as "Parish") and _____ (hereinafter referred to as "User").

The Parish hereby grants use to the User of the following Parish facilities located on the property of the Parish at 9669 Kraft Ave SE, Caledonia, MI 49316 (the "Premises") subject to the terms and conditions of this Agreement, for the following use, only:

_____.

Term: The term of this Agreement is for _____ day(s) commencing _____, 200 __, at _____ o'clock and terminating on _____, 200 __, at _____ o'clock.

User Name, Address & Telephone Number:

Event Fees:

Space _____ Set-Up and Clean-Up _____ Supervision _____ (est.)
Insurance* _____ Other _____ **purchased by Holy Family*

Event Deposit. User shall pay to the Parish a deposit of \$_____ Dollars upon signing this agreement. The balance shall be due no later than two weeks prior to the User's event. Failure to pay the balance on time will result in cancellation and retention of the deposit by the Parish. User may cancel this Agreement and receive the full deposit if the event is cancelled at least 90 days before the scheduled date of the event and one-half of the deposit if cancelled 89-45 days prior to the event. The deposit shall be forfeited if cancellation occurs less than 45 days prior to the event. Deposit refunds on events reserved less than 90 days in advance and subsequently cancelled will be determined on a case-by-case basis by the Business Manager.

Security Deposit. A refundable security deposit of \$_____ Dollars is due no later than two weeks prior to the User's event. It will be returned to the User within 5 days after the event pending an evaluation of the facility and equipment. If damage is discovered, a detailed accounting will be given the User and an amount equal to the repair or replacement cost will be subtracted from the security deposit. If applicable, the Supervision fee will also be deducted from the security deposit.

Compliance with Laws. User agrees that every person in attendance at the event shall abide by, conform to and comply with all applicable laws of the United States, State of Michigan and all applicable of Kent County and Caledonia Township and the rules and regulations of the Parish for the use of the

Premises together with applicable rules and requirements of the police and fire departments of Kent and Caledonia Township and will not do, nor suffer to be done, anything on the premises during the term User's use in violation of any such rules, laws or ordinances and if the attention of the User is called to violation by the User, or any person employed or permitted on the Premises by the User, the User shall immediately desist from and correct such violations. Laws, ordinances, rules and requirements can be obtained through the federal government, state government, Caledonia township office, Caledonia Fire Rescue and the Kent County Sheriff's office.

Care of Premises. User shall not injure nor mar nor in any manner deface or alter the physical condition of the Premises and shall not cause nor permit anything to be done whereby the Premises shall be in any manner injured, marred or defaced nor shall User drive or permit to be driven any nails, hooks, tacks or screws into any part of the Premises nor make or allow to be made any alteration of any kind.

Responsibility for Damages. If the Premises or any portion of the building housing the Premises during the term of the User's use shall be damaged by the act, default or negligence of the User or the User's agent, employee, patrons or guests or any person admitted to the Premises by the User, the User's security deposit will be used to reimburse the Parish, upon demand, such sum as shall be necessary to restore the Premises to its present condition including but not limited to insurance coverage deductibles or excluded covered items such as plants and shrubs. The User hereby assumes full responsibility for the character, acts, and conduct of all persons admitted to the Premises or to any portion of the building by consent of the User or with the consent of the User's employees or any person acting for and on behalf of the User and the User agrees to maintain order and protect persons and property.

Liquor. User shall not sell packaged alcoholic beverages on the premises.

Cancellation. Parish retains the right to cancel this Agreement at any time before the User's scheduled event should any of the terms of this Agreement not be met or complied with. The Parish reserves the right through its representatives to eject any objectionable person or persons from the Premises and upon the exercise of this authority User hereby waives any right and all claims for damages against the Parish and its agent.

Shutdown. User agrees to close down the bar at 11:30PM and stop all entertainment no later than 12:00 midnight and to remove all liquor supplies and entertainment equipment from the facility by 12:30PM. User shall remove all decorations, clear all tables and adhere to all Rules for Kitchen Use, if applicable, attached hereto. If User fails to comply with the terms of this section, the Parish is authorized by User, to perform User's obligations hereunder, at User's expense. Parish shall not be liable for any damages or loss of such activity, and User hereby expressly waives any and all claims for damages of whatever kind or nature.

Termination. Parish reserves the right to terminate this Agreement at any time if the behavior of User proves to be offensive to the representatives of Parish or to the moral and ethical standards of the community.

Use. In renting the Premises to User, the Parish does not relinquish the right to control the management thereof, and to enforce all necessary and proper rules for the management and operation of the Premises. The Parish and its representatives or agents may enter the Premises or any portion thereof, at any time, including but not limited to the User's period of use. User shall use the Premises only for the exclusive purpose listed above. The User shall not unreasonably exceed the estimate of number of people expected to use the Premises. User shall be required to provide supervision as appropriate. Such supervision may include attendants which may be

provided by the Parish to assist User during the event should the need arise, at an additional cost. User acknowledges that it shall be solely responsible for the conduct of those who are on the premises as a result of the use.

Force Majeure. If the Premises are rendered unusable due to fire, flood or any other calamity, or if by reason of strikes, lockouts and any other cause beyond the control of the Parish, the Parish shall not be liable to the User for any damages resulting.

Assignment. The User shall not assign any of its rights hereunder, nor suffer any use of the Premises other than herein specified, nor sublet the Premises or any part thereof, without the written consent of the Parish.

Liability Waiver. The Parish assumes no responsibility whatsoever for any property placed in the Premises, and the Parish is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy and use of the Premises hereunder.

Waiver. If the Parish waives its rights against User for any provision under this agreement, it shall not be deemed to be a waiver of any continuing or other right to this agreement.

Conflict of Interest: Notwithstanding any of the other terms of this contract, Holy Family Catholic Parish reserves the right to cancel this agreement at any time prior to the beginning of the event which is the subject of this agreement if Holy Family Catholic Parish or the Diocese of Grand Rapids in accordance with their sole discretion and judgment determine that (1) the event which is to be held on the premises or (2) the purposes, values or goals of the persons or organization involved in the event or sponsors of the event, are contrary to, in conflict with or otherwise not condoned by Holy Family Catholic Parish, the Diocese of Grand Rapids, the Roman Catholic Church, the bishops and/or clergy of the Roman Catholic Church or are in conflict with any of the principles or beliefs of same. Upon such cancellation, any deposits will be promptly refunded by Holy Family Catholic Parish.

The leasing party to this agreement further acknowledges and agrees that in the event that cancellation by Holy Family Catholic Parish or the Diocese of Grand Rapids takes place under the terms of the above paragraph, that the only legal remedy or damage claims available to the party to this agreement, its successors, its assigns or its members shall be limited to return of said rental deposit.

USER:

PARISH:

Signature

Jim Beauchamp, Business Manager

Printed Name

Date

Holy Family Catholic Parish
Hold Harmless Agreement

In consideration of use of facilities at Holy Family Parish, Caledonia, I/We

_____ shall indemnify, hold free and harmless, assume liability for, and defend Most Revered Walter A. Hurley, Bishop, Diocese of Grand Rapids and Holy Family Parish, its agents, servants, employees, officers and directors from any and all costs and expenses including, but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which Most Revered Walter A. Hurley, Bishop, Diocese of Grand Rapids and Holy Family Parish, its agents, servants, employees, officers and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising, or alleged to have arisen, out of use of the facilities at Holy Family Parish on the date shown.

By: _____

Date: _____

Event: _____

Facility to be used: _____

Date of event: _____

Holy Family Catholic Parish Guidelines for Serving Alcohol

- Bartenders must be properly selected and supervised. They must have training in recognizing visibly intoxicated persons.
- Check I.D.s and take necessary means to prevent minors from consuming alcoholic beverages. No person under the age of 21 is allowed to consume alcoholic beverages. If it is discovered that persons under the age of 21 are drinking alcoholic beverages at the event, serving of alcohol for said event will cease.
- In no instance should anyone bartending be allowed to drink alcoholic beverages.
- Bartenders must be instructed to pour, mix and blend drinks in standard doses according to commonly accepted drink recipes.
- Do not serve alcoholic beverages to an intoxicated person.
- BYOB (Bring Your Own Bottle) events are not permitted.
- Alcoholic beverages cannot be consumed outside the area approved for their consumption.
- Make sure that there are plenty of non-alcoholic beverages available—however, no red beverages allowed.
- Ample high protein foods should be available throughout the event.
- No music or alcohol consumption will be allowed after 12 o'clock midnight (extended to 12:30AM on New Year's Eve). Alcohol cannot be served during dinner. The bar must be shut down at least 30 minutes before the event will end (no later than 11:30PM or 12 o'clock midnight on New Year's Eve). Premises must be vacated and locked up within 30 minutes of close.
- Selected, responsible adults should be out in the general area monitoring drinking activities and overseeing that minors are not consuming alcoholic beverages.
- Packaged wine, beer and liquor cannot be sold on the premises.

Event Bartender Signature and Date

Holy Family Catholic Parish **Kitchen Use Guidelines**

Use of Stove: Clean burners, top and bottom of shelves, and drip trays. Degrease and clean all spills.

Use of Oven and Microwave: Clean any spills on racks, doors, and inside.

Use of Grill: Clean top and back side of grill. Empty catch pans and clean with grill block. Clean grease pan, top and bottom of shelves. Lightly coat grill with vegetable oil.

Work Counters & Prep Area: Wash with bleach water then polish with stainless steel cleaner. Wash, rinse, and sanitize using paper toweling. Clean sink in prep area. **SINKS ARE TO BE USED TO CLEAN OR PREP FOOD—NOT FOR WASHING DISHES.**

Coffeemakers: Wipe down, empty coffee grounds and rinse out coffee makers.

Can Opener: Pull opener out of stand and wash.

Walk-In Refrigerator: When leaving supplies in refrigerator, please mark your food with your group's name and date. Wipe up ALL spills. Sweep floor and clean both sides of refrigerator door. Any items left in the refrigerator will be disposed of after two days.

Hand Sink and Prep Sinks: Clean and wipe down using stainless steel cleaner. Wipe dry with paper toweling.

Serving Dishes, Serving Utensils, Dishware and Silver: Reusable dishes, silver and glassware must be run through the dishwasher per US Health Department regulations. Items can be stacked in trays on storage carts to be air-dried.

Trash removal – all trash containers in the kitchen must be emptied. Trash should be placed in the dumpster outside the service doors.

Note: Cleaning supplies are located in storage compartments under various work surfaces. Brooms, dust mop and vacuum are located in main double-door storage room adjacent to the bar area.

Holy Family Catholic Parish

Kitchen Cleaning Checklist

KITCHEN CLEANING	INITIAL		MULTIPURPOSE ROOM CLEANING	INITIAL	
EMPTY COFFEE URNS			TRASH OUT		
WASH, RINSE, AND SANITIZE ALL TABLES/SHELVES AND FOOD PREP AREAS			VACUUM/SWEEP FLOOR SURFACE		
WIPE STOVE-TURN OFF/DEGREASE ALL SURFACES			WIPE TABLES WITH DISINFECTANT		
GRIDDLE—EMPTY CATCH PANS, CLEAN WITH GRILL BLOCK			TURN OFF LIGHTS		
WIPE ALL SPLASH AREAS AROUND AND BEHIND EQUIPMENT			LOCK DOORS!!!		
WIPE REFRIGERATOR & FREEZER (IN AND OUT)					
WIPE DOWN WALLS OF ANY SPILLS			STORAGE ROOM		
CLEAN SINKS			TRASH OUT		
WIPE MICROWAVE (IN & OUT)			SWEEP, IF NECESSARY		
SWEEP AND MOP ALL FLOORS			LIGHTS OFF		
TRASH OUT					
DOUBLE-CHECK FRIDGE & FREEZER DOORS			STAIRWELL & ENTRANCE		
TURN OFF/DRAIN DISHWASHER			TRASH PICKED UP		
TURN OFF RANGE HOOD EXHAUST FAN			VACUUM/SWEEP ALL AREAS		
DOUBLE-CHECK WATER FAUCETS			BATHROOM PICKED UP AND TIDIED		
TURN OFF LIGHTS/LOCK DOORS			BATHROOM LIGHTS OFF		
RETURN KEY TO OFFICE			STAIRWELL LIGHTS OFF		

Please check temperature in refrigerator and freezer. Please document temperatures below with other comment and concerns: _____

User's Printed Name