

HOLY REDEEMER ACTIVITY CENTER

Statement of Purpose and Rules for Usage

Statement of Purpose

The Holy Redeemer Activity Center is first for the use of the Holy Redeemer parish community's activities, including but not limited to education, receptions, and meetings. The Roman Catholic Diocese of Columbus, Ohio, and surrounding Roman Catholic parish communities, will have secondary use of the Activity Center for these same events. Thirdly, the Activity Center will also be available for rental to outside groups, organizations, and individuals, for similar events.

Rules for Usage

The Rules for Usage ensure the Holy Redeemer Activity Center will be safe and enjoyable for all users. As such, these rules are considered an addendum to the rental contract.

1. The Activity Center is reserved on a first come, first served, basis. If two requests are placed at the same time, the following priority will be given:

First:	Holy Redeemer Parish Events, Committees, & Parishioners
Second:	Deanery Parish Events, Committees, & Parishioners
Third:	Other Groups, Organizations, & Individuals

If two requests are received at the same time from the same priority level, the one securing the request with completed contract and reservation fee will have priority.

2. The Holy Redeemer Activity Center is affiliated with the Holy Redeemer Church and Parish. As such the Activity Center can not be rented or used by any political party, or for any political function including but not limited to campaign dinners, fund raising events, or campaign meetings.
3. Contact the Parish Office **NO LATER THAN 30 DAYS** before the event, to reserve the Activity Center. All paperwork must be completed no later than 30 days before the event. Full payment must be received **THIRTY DAYS** before the event. If payment is not received, contract may be terminated (see Section X, Cancellation & Termination).
4. For rental purposes the Holy Redeemer Activity Center is comprised of the Fr. William Patterson Hall, the Pope John Paul II Conference Room, a large Kitchen accessible from either room, and male and female restrooms also accessible from either room. The Parish Offices are not part of the rental package.

5. Both the Hall and the Conference Room may be rented simultaneously, by different parties, should the events not conflict with each other (e.g. entertainment sounds “bleeding” into other space). Only one renter may rent the Kitchen (either the renter using the Hall, OR the renter using the Conference Room). The first renter to have paid the reservation fee will have priority. All facilities may be rented for the same event.
6. Rental of the Hall does not include use of the Conference Room. Rental of the Conference Room does not include use of the Hall. Items within the adjoining, non-rented facility may not be removed or used. Failure to adhere to this restriction will result in retention of cleaning deposit as well as additional charges for use of adjoining facility.
7. The normal rental period allows for set up and event time totaling seven (7) hours. Set up may occur a day before an event if the Hall, Conference Room, and/or Kitchen schedule allow, at the discretion of the Holy Redeemer Activity Center. Individual contractors (including friends and family) hired or used by the renter for the event, including but not limited to catering, entertainment (DJ), cake, and decoration must be scheduled during the set up period. Earlier access is only available at the discretion of the Holy Redeemer Activity Center, as the schedule allows, and will incur additional charges.
8. The Set Up Instruction page must be completed and returned to the Parish Office at least seven (7) business days before the event. The Parish Office will notify the maintenance staff about the request. All set up will be completed by the parish maintenance staff. Only minor adjustments to the set up may be made by the renter during the set up and event rental hours.
9. All renters who fall in the “Other Individuals and Groups” rental category (see Purpose & Rules of Usage, page 1, item 1), will have a portion of their base rental fee pay as payment for a Special Events Insurance policy (see Rental Contract, Section VIII, Insurance Coverage).

The Special Events Coverage Insurance Protection Policy Application will be completed by the Parish Office no later than thirty (30) days before the scheduled event and submitted to the appropriate Insurance Agency. This is a requirement of the Diocese of Columbus, under whose jurisdiction the Holy Redeemer Activity Center falls.

Parish sponsored activities, registered parishioners, employees of the Holy Redeemer Parish, and other Deanery Parishes and their registered parishioners are not required to complete or provide additional insurance coverage. However, the purchase of this coverage by all renters is encouraged by the Holy Redeemer Activity Center.

10. The Activity Center does not have on staff, nor make specific recommendations concerning, the following service providers, including but not limited to caterers, cake preparers, entertainment (DJ), and decorators. These additional service providers are considered outside contractors and are hired by the renter. These outside contractors will have access to the Activity Center and/or Kitchen ONLY DURING the scheduled set up and event hours as rented, and will be expected to obey all Activity Center Rules of Usage. The Activity Center reserves the right to prohibit (or black list) any outside contractors who have broken the Rules of Usage for the Center and/or who have outstanding fees due to the Activity Center for other event usage.

11. Due to criminal activity in the surrounding area, the Activity Center strongly recommends renters hire a security officer to patrol the parking lot(s). This officer(s) may be the same as that hired when alcohol is served (see Alcohol Policy and Procedure). The Holy Redeemer Activity Center, Holy Redeemer Church, and Holy Redeemer Parish are not responsible for unattended vehicles and belongings on and surrounding their premises.
12. The Activity Center will be clean and ready for use when the renter arrives. All renters of the Activity Center must leave the Center in the same condition as when they entered the building. Basic janitorial supplies will be available to the renter for this purpose. Failure to return the Activity Center to the same condition as when rental period began will negate the refund of the cleaning deposit. If a repair is needed, the renter must contact the Parish Office.
13. There are no public telephones in the Activity Center. The Parish Office telephones are not available for renter use.
14. The Activity Center, in its entirety, is non-smoking. Illegal substances and weapons are not allowed on the Activity Center or on any parish premises. Anyone found smoking, having or using illegal substances, or in possession of firearms and/or other weapons, will be escorted out of the building and off the premises. There will be no refund of rental payment, and all other activities of the individual or group will be cancelled. Individuals may be subject to criminal prosecution.
15. The Activity Center Kitchen is for use only by one renter at a time. Normal rental payment includes kitchen's refrigerator(s) and freezer(s). Use beyond this purpose (such as food warming, cooking, and dishwasher and sink usage for clean up) will require actual rental of the kitchen. No cooking, food preparation, or refrigeration of items for other events, is allowed without written permission from the Holy Redeemer Activity Center. Should actual cooking, food preparation and/or refrigeration for other events be required, the regular Kitchen Rental fee will be charged per hour for this extra usage.
16. In accordance with State of Ohio Fire Laws, decorations which include a large use of gossamers, sheers, or other fabrics, must use flame retardant material. Candles which are placed on tables must be in non-tippable holders. Most candles should be contained within globes or chimneys, and placed on top of trays or plates to prevent wax from spraying out if accidentally tipped, or if much dripping occurs. NO CANDLES are permitted on paper tablecloths. No open flame (torch) is permitted without written permission from the Fire Marshall. Exits must be clearly marked, and may not be blocked. Posted occupancy signs must be visible and occupancy may not be exceeded.
17. Stockier, shorter candles may be used without globes, but must still be placed on plates or trays. All candles must be placed in an appropriate container so no wax runs onto tablecloths, tables, or floors.

18. Decorations not on or attached to the tables (including but not limited to balloons, streamers, and artificial or real red rose petals) must be approved prior to use and placement in the rented facility.
19. NO DECORATIONS of any kind, or weight, may be attached to, hung from, or strung between the pendulum speakers found in the Fr. Patterson Hall. No decorations of any kind, or weight, may be attached to or hung over the wall mounted speaker in the Pope John Paul II Conference room.
20. The Sound Equipment Station permanently installed in the Pope John Paul II Conference room is not available for rental. In addition, no items may be placed on or attached to the cabinetry or table of the station. Moving the Sound Equipment Station is PROHIBITED.
21. All tape, staples, thumb tacks, permanent fasteners, and other items which could damage walls, cabinetry, ceilings, floors, or any equipment of the Center ARE PROHIBITED.
22. All items brought into the Activity Center by the Lessee must be removed by the end of the rental period. Failure to remove Lessee's items and decorations will result in retention of the cleaning deposit.
23. All garbage from the Kitchen, the Hall, and/or the Conference Room must be removed to the dumpster by the end of the rental period. The dumpster is located across the alley from the main parking lot outside the Activity Center. Garbage bags are provided for this use. Failure to remove garbage will result in retention of the cleaning deposit.
24. Alcoholic beverages may only be served by special permission. The Alcohol Policy and Procedure is an addendum to the rental contract and must be read and signed.
25. The Holy Redeemer Activity Center is affiliated with the Holy Redeemer Church and Parish. As such certain musical restrictions are placed on the musical choices allowed during event rentals. Please speak with the Pastor or his designated representative concerning approved music for use during rental events.
26. All renters and their guests are expected to behave in an orderly and kindly manner. If a problem with behavior should arise, including but not limited to fighting or profanity, the person(s) involved will be escorted out of the building and off the premises. There will be no refund of rental payment, and all other activities of the individual or group will be cancelled. Individuals may be subject to criminal prosecution.
27. To limit damage to the Activity Center and surrounding premises, hard balls, golf balls, weights, and other equipment which by their nature may cause damage, ARE NOT PERMITTED.
28. RED COLORED BEVERAGES ARE PROHIBITED. This includes punch, kool-aid, and dark red wines. Any beverage colored by food coloring is prohibited (e.g. green beer).

29. Damage to items belonging to the Holy Redeemer Activity Center, including but not limited to tables, chairs, linens, sound equipment, dishes, silverware, pots/pans, kitchen refrigerator(s), kitchen freezer, stove, oven, sink(s), and/or cooking utensils, whether these damages are caused by the renter or by outside contractors (caterer(s), decorator(s), DJ/entertainment, etc.) brought in by the renter, is the responsibility of the renter. The Parish Office will complete repair of all damages, including purchasing of replacement pieces if required, and will bill the renter.
30. Repair of any damage done to any part of the Holy Redeemer Activity Center, the parking lots, the Holy Redeemer Church, and/or the surrounding grounds is the responsibility of the renter. The Parish Office will complete repair of all damages and will bill the renter.
31. This Statement of Purpose and Rules for Usage is considered an addendum to the signed rental contract. The signature of the renter on the rental contract is a confirmation of the reading and understanding of this policy and these procedures.
32. Please contact the Parish Office with all questions.

The undersigned have read this Statement of Purpose and Rules of Usage in its entirety and agree to abide by it.

Renter (Lessee)

Date

**Holy Redeemer Church (Lessor)
Pastor or designated representative**