

Welcome to the facilities of
St. Mary's Cathedral
112 South Cedar
Grand Island 68801
308-384-2523

Built for the enjoyment and use of our entire parish, the parish facilities are a perfect setting for recreational activities, meetings, seminars, luncheons, private parties and special events.

Cathedral Square's Multi-Purpose Room can be split into five sections or one large area.

From small Birthday parties to more formal section for special events such as wedding receptions and sit-down dinners.

Whatever parish facility you use, our goal is to make your event enjoyable and a huge success.

To ensure that these fine facilities remain attractive and functional for years to come, policies and procedures have been established as guidelines and instructions for proper use and care.

Respect for these policies and compliance with their directives are the keys to continued scheduling and use of our parish facilities.

Please call the parish office at 308-384-2523 for more information.

Table of Contents

Welcome 1

Table of Contents 2

Policies and Procedures..... 3-6

Kitchen Rules..... 7

Kitchen Cleaning Checklist..... 8

Hold Harmless Agreement..... 9

Facility Price Chart & Guide..... 10

Facility Use Application..... 11

Facility Use Agreement..... 12

Cathedral Square Parish Facilities Policies and Procedures

INTRODUCTION

Our purpose in constructing the beautiful Cathedral Square was to provide a place for our parish to carry out the parish vision and mission statements. The primary goal of our facilities policies and procedures is fulfillment of our mission, preservation of our facilities and goodwill among parishioners. Where conflicts arise between the parish mission and social functions, fulfillment of the parish mission will always take precedence.

POLICIES

1. Scheduling

Cathedral Square facilities are private facilities and are open to parishioners by reservation only. Reservations are requested by submitting a completed Parish Facility Use Request form to the parish office. Reservations must be made as far in advance as possible.

2. Exclusive Use

Reserved use of the facilities will not secure exclusive use. Every reasonable effort will be made to keep the space as private as possible. In the event of a conflict with a funeral dinner or other related funeral event, St. Mary's will make a "best efforts" attempt to provide space else where in the building to accommodate the user of the space under agreement.

3. Primary Use

The Parish facilities are primarily for use in parish/diocesan functions and the activities of parish/diocesan organizations. All parish/diocesan ministries may use the facilities free of charge. Non-Profit Organizations are asked to make a donation to assist with utilities and are responsible for the cost of a Parish representative and/or security, if required.

4. Other Use

Note: Preference for any given date and time will always be given to those functions that are in connection with religious events celebrated by the parish.

Parish facilities will be available for rental to parishioners and their immediate families in good standing. "Good standing" is defined as parishioners who regularly attend Mass, make consistent financial contributions and participate in parish activities. St. Mary's Cathedral reserves the right to exclude any group or individual deemed to be harmful to persons or a risk to the property. Rental Usage is intended for personal events and may not be used for personal gain.

5. Black Out

To allow for set-up, there is to be no rental of Cathedral Square hall and kitchen space the day prior to a parish function. The Office Manager of St. Mary's Cathedral Parish is authorized to make exceptions.

6. 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.

7. Closing Time

Events must end no later than 10:00pm, Parish facilities must be vacated by 10:30pm. Exceptions must be cleared at the time the reservation is booked.

8. Set up and Clean up

Renter is responsible to rearrange any different set-up format if desired, from its original format. For clean-up, renter will need to breakdown tables and return the room(s) to its standard set-up. Renter is responsible for removing any items or equipment brought in for the event between the time of clean up that was arranged.

9. Keys

Keys (if issued) and door security will be the sole responsibility of the lessee. The distribution of facility keys to users shall not be reproduced and returned within 2 days of scheduled event.

10. Kitchen Use—Parish Events

All users of the kitchen and its equipment must be trained by Cathedral maintenance staff. Under no circumstances may the kitchen be used if a properly trained person is not in attendance to supervise kitchen activity. Please refer to Kitchen Policies.

11. Kitchen Use—Non-parish Events

Users requesting the kitchen for non-parish events must meet with the Office Manager or Designee. Equipment and appliances intended for use will be identified and appropriate training completed. Clean-up responsibilities will also be communicated.

12. Equipment

Cathedral Square equipment will remain in the facility. Equipment will not be loaned or rented out and will be marked and identified as belonging to St. Mary's Cathedral Parish. If the sound system is requested, training will be provided in proper use and care and clean-up.

13. User Equipment

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

14. Children

Children must be under parental guidance at all times and not be left to roam through the building.

15. Decorations

No confetti is to be used. No banners or streamers or any other decorations may be hung from the ceiling. Use of tape and candles for decorations must be approved by the Office Manager or his/her designee in advance of the event.

16. Food and Beverages

Food and beverages already stored on the premises are not be used even if accessible in cupboards or the storeroom. Food and beverages and the consumption thereof are not allowed in corridors, stairways, the elevator, or bathrooms. Users must use an approved caterer and caterers are to abide by the kitchen guidelines and agreed to by the Office Manager prior to reservation acceptance. **NO ALCOHOL ALLOWED.**

17. Cancellations

Refund of deposit and balance will be made if the event is cancelled by the user by contacting the parish office at least 2 weeks before the event.

18. Policy of Insurance

For the protection of the user and the facility, insurance coverage is required. The user may provide their own insurance so long as proof of coverage for the date, time, and place can be provided. Insurance can be purchased along with the rental fees (see page 10).

19. Damage Deposit

If any damage is found upon the facility of the Cathedral Square during the time of use, the refundable deposit will be voided. If any alcohol is discovered upon the premises of St. Mary's Cathedral, the refundable deposit will be voided as well.

20. Supervision

St. Mary's Cathedral requires every rental to include supervision. The office will provide a representative to be on the premises for the duration of the event. The rate is \$20 per hour for the representative and is to be paid along with all rental fees before the event. The representative is there to be available for any questions and handle special requests. They are not responsible for any clean-up, set-up, or tear-down. If the representative for any reason is to stay longer than agreed after the event, then payment for them will be deducted from the \$100 deposit which could be refunded after the event if no issues or concerns took place.

Laws: All laws of the United States, the State of Nebraska and all statutes and ordinances of Hall County and Grand Island Township must be obeyed.

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.

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.

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 Catholic Church.

Rules for Kitchen—Parish Events

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.

Refrigerator: When leaving supplies in refrigerator, please mark your food with your organization's name and date. Wipe up ALL spills. Sweep floor and clean both sides of refrigerator door. Any items not in an original manufacturer's container will be disposed of after two weeks. Those items in original manufacturer's container will be disposed of after manufacturer's date.

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

Multi-Purpose Room: Remove ALL trash from floors and surrounding areas. Wash all tables and chairs with bleach water of all food particles and liquids. Make sure all chairs are neatly placed around tables. Sweep and damp mop floor.

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.

Kitchen Cleaning Checklist—Parish Events

This list is to be completed at the end of each function by the lead person and returned to the Parish Office with the kitchen key. (If issued)

Kitchen Cleaning	Initials	Multi-Purpose Cleaning	Initials
Empty Coffee Urns		Trash Out	
Wash, Rinse and Sanitize all Tables/Shelves and Food Preparation Areas		Sweep Floor Surfaces and Mop floor as needed	
Wipe Stove – Turn Off Degrease All Surfaces		Wipe down Tables and Chairs with Disinfectant	
Griddle – Empty and Clean all catch areas		Turn Off Lights	
Wipe Down Walls of any spills		LOCK DOORS!	
Clean Sinks			
Wipe Out Microwave			
Sweep and Mop Floors			
Trash Out			
Check Refrigerator & Freezer for personal items			
Turn Off – Drain Dishwasher			
Turn Off – Range Hood Exhaust Fan		Entrance/Stairwell	Initials
Double Check Water Faucets		Trash Picked Up	
Turn Off Lights/Lock Door		Bathroom Picked Up & Tidied	
Return Keys to Office		Bathroom Lights Off	
		Stairwell Lights Off	

Today's Date: _____ Group: _____

Person in Charge: _____

Please document below any comments and/or concerns: _____

Hold Harmless Agreement

In consideration of use of facilities at St. Mary's Cathedral Parish, I/We _____ (user) shall indemnify, hold free and harmless, assume liability for, and defend Most Revered Joseph G. Hanefeldt, Bishop, Diocese of Grand Island and St. Mary's Cathedral 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 Joseph G. Hanefeldt, Bishop, Diocese of Grand Island and St. Mary's Cathedral 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 facilities at St. Mary's Parish.

By: _____

Date: _____

Facility to be used: _____

Date of Use: _____

St. Mary's Cathedral Square Facility Price Chart & Guide

Fees Effective: March 17, 2021

Location	Fees	Maximum Capacity			
		Dinner Style	Classroom Style	Board Style	Theatre Style
Insurance	\$95.00	<i>Event Insurance can be purchased from Catholic Mutual Insurance for \$95 if no insurance coverage can be provided; set-up and breakdown are included. Space includes kitchen and entire Floor.</i>			
Multi-Purpose Room (All Sections)	\$400	200	200		300
West End Room & Kitchen	\$200	90	90		100
West End/Middle Rooms & Kitchen	\$300	150	150		200
West/Middle Room Only	\$100	150	150		200
Middle Room Only	\$75	60	60		100
East Room	\$75	60	60		100
Deposit (Refundable)	\$100				
Event Supervision* Minimum – 4 hours	\$20.00 Hour				

**CATHEDRAL SQUARE
FACILITY USE APPLICATION**

This application is made for the use of parish facilities for a non-parish event in accordance with the policies and procedures of St. Mary's facilities.

Date of Application: _____ (*Date rec'd in parish office*)

1. Name/Name of Group: _____

2. Contact Phone Number: _____

3. Event/Purpose: _____ 4. Est. Attendance: _____

5. Date of Event: _____ From: _____ AM/PM To: _____ AM/PM

6. Set-up Time Requested: _____ From: _____ AM/PM To: _____ AM/PM

7. Facility Requested: (*Check all that apply*)

_____ Kitchen

Kitchen Use:

_____ West Room

_____ Catering (*Serving*) Only

_____ Middle Room

_____ Cooking/Serving

_____ East Room

8. Will food be served? __ Yes __ No Caterer Name/Number: _____

9. Will any divided walls need to be taken down or put up prior the event? _____

IMPORTANT

- *Set-up diagram must be submitted to the parish office 2 weeks prior to event*
- *Application must be submitted to the parish office at least 30 days prior to the event*
- *Questions, cancellations or rescheduling must be directed to the parish office*

10. I have read the policies and procedures of St. Mary's Cathedral Square and hereby agree to said policies.

Signature of Facility User/Contact _____ Date _____

St. Mary's Cathedral Parish Facility Use Agreement

THIS AGREEMENT is made on _____, (date) between St. Mary's Cathedral ("Parish") and _____ ("User").

The Parish hereby grants use to the User of the following Parish facilities located on the property of the Parish at 112 South Cedar (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 on _____, (date) at _____ (time) and terminating on _____, (date) at _____ (time).

Security Deposit. A security deposit of \$100 Dollars is due upon signing the rental agreement. 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 to the User and repair or replacement cost will be subtracted from the security deposit. Extra cost for supervision can be deducted from the deposit. This amount will not be refunded if the event is cancelled within 2 weeks of its occurrence. Cancellations must be made through the parish office.

Rental Fees. User shall pay the Parish rental fees of \$_____ and 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.

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. Supervision will include an attendant which will 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.

User Signature of Agreement: _____

Address: _____

Phone Number: _____ Event Date _____

Number of Guests: _____ Event Fee: \$_____ Deposit: \$_____