

**RESURRECTION CATHOLIC PARISH**  
333 Hilltop Drive, Green Bay WI 54301

**FACILITY RESERVATION REQUEST/USAGE AGREEMENT**

Please type/print the form below and return to the Parish Office. The Facilities Manager will confirm the reservation and a copy of the form will be returned to you.

Committee/Group: \_\_\_\_\_ Room Requested: \_\_\_\_\_

Contact person(s) (mandatory): \_\_\_\_\_ Phone(Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Approx. #of people \_\_\_\_\_

**For reoccurring meeting please attach schedule.**

Events will be placed on the calendar as directed. If there is any change, contact the Parish Secretary (336-7768) as soon as possible. **To receive a refund for cancellation, a two-business day notice is required of cancellation prior to the scheduled event.** All rooms must be left in the condition they were found in and all lights turned off. If not, there will be a maintenance charge for any damage or clean up necessary.

**ROOM ARRANGEMENTS**

Number of tables needed: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Special Instructions: Contact Facilities Manager at 336-7768.

Will you need any audio/video equipment? If yes, what will you need?	_____ Yes	_____ No
Will you be serving food or beverages?	_____ Yes	_____ No
Will the event be catered?	_____ Yes	_____ No
Will you need the use of a kitchen facility?	_____ Yes	_____ No
If necessary, has a liquor license been obtained?	_____ Yes	_____ No

The User further expressly agrees that Resurrection Catholic Parish shall not be liable for, and that the User shall hold Resurrection Catholic Parish harmless from any loss, damage or injury to person or property sustained on or in connection by User, its agents, servants, members, invited guests, and attendants, or by any other persons lawfully on said premise.

The User agrees to fair and full compensation to Resurrection Catholic Parish for all injury and damage done to Resurrection Catholic Parish's property or property of students or guests during this usage period.

The User has read, understands and agrees to all the conditions set forth in the agreement and the addendum "Guidelines for Use" on the other side of this page.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
For Resurrection Parish

\_\_\_\_\_ Date \_\_\_\_\_  
User/Contact Person

There is a \$50 deposit for a key. This will be returned to User when key is returned.

**Office Use Only**

\_\_\_ PRIVATE USE      \_\_\_ NON-PRIVATE USE  
Determined By: \_\_\_\_\_

**Fees Received:**

\_\_\_ Parishioner Rate  
\_\_\_ Non-Parishioner Rate

\$ \_\_\_\_\_ Usage Fee per hour

\_\_\_\_\_ Hours of Usage

\$ \_\_\_\_\_ Total Usage Fee Charged

Invoice # \_\_\_\_\_

Date Billed \_\_\_\_\_

\_\_\_ Certificate of Insurance required  
\_\_\_ Received

Facility/Room Assigned:  
\_\_\_\_\_

\_\_\_ Computer/Schedule Updated

## Philosophy Underlying Usage of Parish Facilities

*"We, the people of Resurrection Catholic Parish, located in Allouez, are a faith community which welcomes all people into our midst to celebrate our oneness of Christ."*

This quote, taken from the Mission Statement for Resurrection Catholic Parish, gives us a framework for use of all our Parish facilities. Our buildings provide the space where people can come together for gatherings and activities that create a spirit of community. They are intended for ministerial, educational, service, recreational and social functions which meet parish, individual and private needs. Uses of the buildings include programs, organizations, committees, groups officially sanctioned by and in the Parish; events responding to the needs of the community or Diocese; groups in the community who do not have the availability of such facilities; and parishioners.

Resurrection Catholic Parish facilities are multi-purpose buildings but each has distinct priorities. These priorities are assured by advanced planning (e.g., Mass times, school hours). When conflicts in use arise, however, reservations will be honored according to the following priorities:

1. Liturgical Events and Ministerial Activities
2. Major Parish Events
3. Education: School, Religion Education, Adult and Family Enrichment
4. Parish Service Organizations
5. Parish Athletic Programs
6. Groups in the community with no gathering space
7. Private social functions and recreational groups of parishioners and non-parishioners

It is further understood that parish Liturgical and Ministerial needs that may not have been anticipated or scheduled (i.e., funerals) have priority over other activities or functions, even when previously scheduled.

## Specific Guidelines For Use of Resurrection Parish Facilities

1. Requests for usage of Resurrection Parish facilities must be submitted via this **Facility Reservation/Usage Agreement**, which can be obtained in the Parish Office during normal business hours. Approval/Disapproval will be initially recommended by the Facilities/Maintenance Manager and confirmed by the Finance Manager.
2. Parish facilities will not be available for usage if there is a Resurrection Parish or Education activity already scheduled. As a general guideline, these activity dates are established by September 1 of each year. **Resurrection Parish reserves the right to cancel, without notice or liability, in the event of an existing conflict or should a conflict arise.**
3. Usage Fees are charged for the **PRIVATE** use of parish facilities. The Finance Manager will make the determination whether the usage is private or not. (Note: fees are charged for the entire time the facility is used, including set-up and take down time.) The Pastor or Finance Manager has the authority to waive fees for groups or individuals when circumstances warrant.

### Special Note:

**Resurrection Parish organizations (Booster Club, Home School Association, Ladies' Guild, Men's Club) have the right of first refusal to sell snacks, refreshments or otherwise operate the canteen/snack bar facilities for all events in Resurrection in Resurrection Parish facilities. If no Resurrection Parish organization wishes to sell snacks, to operate the canteen/snack bar, the User will be permitted to use it for an additional fee of \$10 per hour.**

4. The usage agreement will be signed and fees collected prior to the event. If necessary, a key(s) will be issued. A separate deposit will be required when a key(s) is issued. Immediately after the use of the facility, key(s) must be returned to the Parish Office.
5. The portion of the facility that is being used, including the immediate area outside, will be left in the same condition in which it was found before usage or the User will be billed for clean-up at an applicable hourly rate to restore it to its pre-usage condition.
6. Any damage or problems must be reported to the Parish Office immediately on the following business day in the event the office is closed. A certificate of insurance may be requested. Comments and suggestions for improving the facilities would be appreciated.
7. Smoking is not permitted in any parish building.
8. We encourage non-alcoholic beverages at functions held in Resurrection Parish facilities. If an alcoholic beverage (beer or wine only) will be served, prior permission is needed from the Finance Manager and proper licensing from the Village of Allouez must be obtained. Any food or beverage brought into the facility must be removed at the conclusion of the event.
9. Refuse must be recycled or discarded using the properly marked containers. All containers must be rinsed out prior to discarding.
10. Allotments for parking will be arranged with the Facilities Manager at the time the usage agreement is signed. There may be limited parking availability during school hours, weekend liturgies or at other times.