

ST. JOHN THE BAPTIST CATHOLIC PARISH
279 So. Main St. Milpitas, CA 95035

**PAVALKIS HALL RESERVATION
POLICIES & PROCEDURES**

I. FACILITY USE CATEGORIES: Priorities are designed to determine fee & reservation status.

Category 1: Programs & activities sponsored by parishioners of St. John's Parish. Parishioners are persons registered for more than **one year** at the time of application who regularly support the parish by attendance at mass, regular Sunday contributions, contribute to: ADA, Pavalkis Hall and/or Building Fund and/or participation in parish ministries.

Category 2: Non-Parishioners

Applicant Initials

II. RESERVATIONS/APPLICATIONS

The use of the Pavalkis Hall facilities for private events by individuals or private groups is by reservation only. Regular parish activities, meetings & scheduled events (including sacramental events) **take precedence** over private events.

Non-parishioners may reserve the facility **six (6) months prior** to the event. Groups or individuals may not use the facility without an application on file and necessary fees and forms processed and accepted by the hall scheduler.

III. FACILITY USE FEE

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Category 1: parishioners registered for over a year and who regularly support the parish by attendance at mass, regular Sunday contribution, contribute to ADA, Pavalkis Hall and/or Building Fund and/or participate in parish ministries. **\$1,700.00**

Category 2: Non-Parishioners **\$2,000.00**

Applicant Initials

V. CERTIFICATE OF INSURANCE

Liability insurance in the amount of \$1 million is required for each scheduled event sponsored by non-profit/profit and active/non-active parishioners. The insurance is designed to provide some protection to the parish and diocese in case of losses that may result from damages to property and injuries to persons during events sponsored at the facilities owned by the parish or diocese. A liability insurance rider is available from the Diocese of San Jose at the current rate per event; this insurance has certain exclusions (contact the parish office for details). User is to provide liability insurance (certificate required), the certificate must state the Diocese of San Jose as an "additional insured" party; user insurance certificates are subject to approval by the parish and must be received at least thirty **(30) days prior** to the scheduled event.

Applicant Initials

VI. SMOKING/ALCOHOL

Smoking is not permitted in any parish facility. Containers are provided for those who smoke outside the building at the marked Designated Smoking Area on Main Street side ONLY.

The State of California can issue a temporary ABC license if alcoholic beverages are sold at an event. A copy of the temporary license must be furnished to St. John's parish at least thirty (30) days prior to the event. Certifications made by users and St. John as conditions to obtaining an ABC license are: 1) minors will not be served alcohol; 2) anyone showing signs of intoxication shall not be served alcohol. A certificate of insurance is always required when alcoholic beverages are served or sold at the event.

Applicant Initials

VII. DECORATIONS, CATERING, COOKING AND MUSIC

The facility may be decorated according to theme of the event. All decorations must be flame retardant. Helium balloons may be brought into the facility already blown up. **It is strictly prohibited to blow balloons with helium inside the facility. No fog machines allowed.** No decorations may be put on the walls, doors, windows, ceilings or basketball goals. Use of confetti, glitters, rice, birdseed, and the like are strictly prohibited inside and outside the facility. **If any of these are used, the security deposit is automatically forfeited.** Users are encouraged to utilize the indoor and outdoor setting at Pavalkis Hall but must not permanently alter, damage or change any parts of the building or grounds. Music adds to the festivities of an event but should be arranged with discretion, to control noise levels outside the hall. **Usage of wireless microphones cannot be used during mass times** and frequency channels must be reviewed with Hall Attendant prior to usage.

Applicant Initials

VIII. SET-UP/CLEAN UP

All events must end at **11:00 p.m.** and clean up completed by **12:00 midnight**. Use of the facility beyond the time specified in the application will result in additional charge of **\$100.00 per hour** or any part of the hour thereof.

Users are expected to clean up the equipment (e.g.; tables, chairs, kitchen work surfaces, kitchen appliances), building facilities (e.g., floors, removal of all decorations) and the surrounding grounds at the conclusion of an event. If after an activity, additional maintenance is required other than what is considered normal, and/or equipment is left damaged, the individual user or group will be charged accordingly. The user must specify a set-up diagram for the facility **thirty (30) days prior** to the scheduled event. Upon leaving the facility each group must see that trash is placed in trash bags, and taken to the dumpsters outside by the carport. Restrooms and parking lots should be free of litter and unwanted debris, and the facility should be returned to its original condition. If the facility is left in its original condition, the facility deposit will be mailed to the applicant within thirty (30) **days after the event**.

Applicant Initials

VIII. CANCELLATION POLICY

Cancellations may be made within 30 days from receipt of deposit to receive a full refund. Should you cancel after the 31st day, your deposit will be forfeited.

Applicant Initials

IX. ROMAN CATHOLIC PRINCIPLES AND BELIEFS

St. John the Baptist reserves the right to refuse use of its facilities to any user. Furthermore, St. John's shall have the right to refuse use of the facilities for activities and events that are opposed to the principles and beliefs of the Catholic faith community. The **pastor** shall have full authority over such decisions.

Applicant Initials

X. OPERATING PROCEDURES

Groups or individuals granted use of the Pavalkis Hall facilities shall use them only for such purposes as specified in the facility use permit, and shall limit use to the facility requested.

Fire exits **must not be** blocked.

Supervision of children by adults over 25 years of age is strictly required, making sure that they stay within the premise of the **facility being used**.

The Parish may terminate this Agreement and permission to use its facilities at any time for good cause.

Applicant Initials

My initials on the Reservation Policies and Procedures form indicate that I have read and agree to abide by the policies and procedures stipulated therein.

Signature: _____ Date _____

Print Name _____