



# Saint Raphael the Archangel Catholic Church

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To See as Christ Sees and Love as Christ Loves

## Facility Usage Policies

At St. Raphael the Archangel Catholic Church, we are committed to being good stewards of our facilities, keeping them in a well-maintained condition and welcoming our members and guests to use our facilities to carry out our mission of supporting the Catholic faith. Together we take care of our beautiful buildings and church grounds. Help us by sharing in our commitment of Stewardship.

### **Purpose**

The purpose of this policy document is to outline the requirements, procedures and fees (where applicable) for using St. Raphael's meeting rooms, Activity Center and Hall for appropriate ministry, community and private activities.

### **Use of Facilities**

The use of St. Raphael's facilities is restricted to appropriate church and school-related activities by:

St. Raphael Catholic Church ministry groups, St. Raphael Catholic School and St. Raphael Preschool, and Parish-chartered groups: Knights of Columbus & Squires #9880, Boy Scouts & Cub Scouts Troop #314, and Girl Scout Troops #1619 and #1350.

Community group events, for-profit activities and private events will be considered on a case-by-case basis. All events must be appropriate to a church environment.

St. Raphael reserves the right to refuse the use of the facilities to any person or organization and to evict any person for misconduct or other reasons in the best interest of the church.

Annual meeting room planning follows a fiscal year planning calendar, July 1<sup>st</sup> - June 30<sup>th</sup>.



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## Facility Descriptions

Meeting Rooms				
Room	Room Capacity (Attendees)	Rectangular Tables	Chairs	Other Room Amenities
30	40	8	40	Chalk board
34	25	7	25	Chalk board
103	14	6	14	Dry Erase board; kitchenette
109	30	12	30	Chalk board
112	30	13	30	Chalk board; kitchenette
Lewis Room	60	8	60	Dry Erase board; podium; sound system; kitchenette *PRIVATE RENTAL REQUESTS REQUIRE ADMINISTRATION APPROVAL.
Parish Activity Center				
Room	Room Capacity (Attendees)	Tables	Chairs	Other Building Amenities
Ignatius Hall (Gym)	600	30 round 6 rectangular	600 theater-style or 8 fit around each round table	Stage; restrooms; concession stand; sound system.
Raphael Hall	300	20 round 6 rectangular	300 theater-style or 8 fit around each round table	Restrooms; sound system
Liturgical Spaces				
Church	Pews to seat 1,000			
Chapel	Pews to seat 110			

Revised: 5/14/2015



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## Facility Use Rates

Saint Raphael Meeting Center			
	Private Events		St. Raphael Ministry Groups
Meeting Room	First Hour Room Charge	Rate for each additional hour	
Room 103, 109, 112, 30, 34 (Classroom-Size)	\$20	\$20	No Fee
Lewis Room (Double Classroom-Size)	\$100	\$100	No Fee

St. Raphael Activity Center			
	Private Events		St. Raphael Ministry Groups
Facility	First Hours Facility Charge	Rate for each additional hour	
Ignatius Hall	\$600* for 3 hours * minimum fee	\$100	50% off the private event rate* (Extra fees will be charged for event setup)
Ignatius Hall - Athletic Events	\$65 per hour	\$65	
Raphael Hall	\$400* for 3 hours * minimum fee	\$80	

For private events, facility rates include use of tables and chairs, setup and takedown of furniture and post-event cleaning / trash removal.

For St. Raphael groups paying 50% of the facility fee, extra fees are charged for event setup if requested. Furniture takedown and post-event cleaning are included.

\* Note: Activity Center facility fees Do Not Apply to St. Raphael Catholic School and Preschool or to ministry events previously approved by administration, and therefore, covered in the Parish budget.



## Requesting a Facility Reservation

To request use of a meeting room, Ignatius Hall or Raphael Hall, all applicants must complete the online **Event Reservation Form** and e-mail it to St. Raphael Reservations by clicking **Submit Form**. As part of the application process, you must read our policies. By clicking the **Submit** button you have agreed our policies. Before requesting use of a facility, please verify availability by checking our online calendar.

After submitting the **Event Reservation Form**, you will receive an auto-reply message acknowledging the form has been received and is in queue to be booked. Once the request is reviewed by our reservations staff, you will receive another e-mail within two business days advising whether or not the reservation is approved and added to our calendar. If a requested facility is unavailable, your event may be booked in an alternate facility, or you may be asked to choose another date. If your event incurs any fees for facilities, security or insurance costs, you will be notified at this time. Fees are due 30 days prior to the event, and your event is held as tentative until all necessary fees are paid. In some cases, a refundable security deposit may also be required to secure the reservation.

Before your reservation request can be submitted to St. Raphael Reservations, you must read and agree to the following terms and policies outlined in the **St. Raphael Policies for Using Campus Facilities and Diocesan Agreement for Use of Parish Facilities**.

While unlikely, it is important to note that unforeseen circumstances may require Parish Administration to cancel events on campus.



## St. Raphael Policies for Using Campus Facilities

All persons and groups who use St. Raphael facilities are responsible for the following:

- 1. Children must be supervised at all times. Children who accompany adults to meetings or events must remain with the adult at all times. UNDER NO CIRCUMSTANCE SHOULD A CHILD BE UNACCOMPANIED IN THE HALLWAYS OR OUTDOORS WHILE PARENTS ARE PARTICIPATING IN A MEETING OR EVENT. USE OF PLAYGROUNDS AFTER SCHOOL HOURS IS PROHIBITED. PLAYGROUNDS ARE NOT RESERVABLE SPACE.**
2. Leave the facility orderly and clean. All surfaces (floor and counters) must be cleaned and free of food scraps and spills. Dry-erase or black boards must be wiped. Disposable cleaning wipes in a wall-mounted dispenser, paper towels, liquid soap, and a broom/dust pan are available in the Lewis Room kitchen for your use. *If supplies are not available, please notify Room Reservations at [roomreserve@saintraphael.org](mailto:roomreserve@saintraphael.org) or 919-865-5710.*
3. Meeting rooms are furnished to allow optimal use for our guests and are designed to meet maximum occupancy requirements. Use only the furniture in your reserved meeting room. Do not take furniture from other meeting rooms.
4. Tables and chairs rearranged by the group are to be put back in the original arrangement.
5. Notify Room Reservations at [roomreserve@saintraphael.org](mailto:roomreserve@saintraphael.org) or 919-865-5710 of any damages to or any spills that occurred while using the facility or if you find your meeting room in poor condition.
6. If a meeting room is left in poor condition, occupants will be contacted and may be charged a cleaning fee at the discretion of the Administration.



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7. For your safety, obey the occupancy numbers posted in each meeting room.
8. Limit your event to your reservation timeframe and assigned meeting room.
9. Smoking is not permitted inside any St. Raphael building. If you smoke outside, please dispose of cigarette butts in proper receptacles.
10. Remove all items you brought (including food, condiments, decorations, personal items, etc.) at end of event. Any items left behind will be donated to charity or thrown away.

## **Other Information**

**Revoking Facility Privileges** - St. Raphael reserves the right to revoke facility privileges as circumstances warrant.

**Security** - Based on the size and nature of an event, a security officer may be required to be on site. When necessary, a uniformed security officer will be assigned to your event and arranged through our Room Reservations staff. The rate for security services is \$20 / hour with a minimum of 3 hours and is due 30 days prior to your event.

**Insurance** - The Applicant will be required to read and agree to the terms outlined in the ***Diocesan Agreement for Use of Parish Facilities and St. Raphael's Policies for Use of Campus Facilities*** outlined herein that protect the Roman Catholic Diocese of Raleigh, St. Raphael Catholic Church and School, and their officials and employees. In some cases, proof of additional insurance coverage may be required.



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**Hours of Use** - Hours of Use - Guests may not occupy the facilities earlier than the time confirmed by St. Raphael Reservations staff and are to leave by the confirmed end time. Meeting rooms including Lewis Room, close at 9 pm daily. Ignatius Hall and Raphael Hall close at 9 m Sunday - Thursday and at 11 pm Friday and Saturday.

**Decorations** - Decorations may be desired to help with the theme of events; however, certain restrictions apply. Your decorating plans should be shared at the time of booking, and the Facilities staff will assist you with attaining your decorating needs. Nails, screws, staples and pushpins are not to be used. Painters tape, two-way tape and removable adhesive hooks are acceptable though guests will be responsible for any damage they cause. Items may NOT be hung from the stage curtains or curtain hardware in Ignatius Hall. Only painters tape is compatible with the floor material in Ignatius Hall. All other adhesives will cause damage to the floor's finish.

**Signage** - Promotional materials for ministry or community events are to be delivered to the Room Reservations office for approval and for placement in approved areas on easels. No more than two (2) promotional events will be displayed at any time. Items placed by individuals in unauthorized locations will be removed.

**Request for Ministry Displays in the Atrium** - Requests for displays / promotions in the church Atrium will be directed to Parish Administration for approval. Unauthorized items left in the Atrium will be removed.

**Ministry Fundraising** - Reservation requests for church atrium fundraising should be submitted via the online reservation form. Choose either Atrium -A, B or C under the "Facility Requested" area of the form. Please describe your fundraising activity in detail. Ministry fundraising must be approved by the Parish Administrator. When approved, administration will provide to the parish ministry leader a copy of the parish's cash handling and management policy.



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**Foodservice Policy** -Raphael Hall's kitchen is a commercial kitchen under permit with Wake County Health and Human services and must be in compliance with regulations imposed by Wake County. Parish Administration can provide a copy of our current food policy to you.

**Alcoholic Beverage Policy** - For an event at which alcohol is served, TIPS (**T**raini**n**g for **I**nterventi**o**n **P**rocedu**r**e**S**) bartenders must be on-site and responsible for the oversight of serving beverages.

St. Raphael allows our clients to provide beer, wine and champagne to their guests. Mixed drinks (liquor) or brown bagging are not permitted according to Diocesan Policy. The sale of alcohol is permitted at Parish sponsored (internal) functions. The appropriate permit from the ABC Commission must be obtained and displayed at the event. St. Raphael (and its assignees) abides by all NC and ABC alcohol laws. We reserve the right to refuse service to anyone at any point deemed necessary and to require proof of appropriate drinking age. **The sale of alcohol is not permitted at private (external) functions.**

**ABC (Alcoholic Beverage Control) Permit Procedures** - ABC Permit is required at any event where beer or wine is being sold. Ask Parish Administration Staff for details.

**Weapons** - Carrying weapons and/or concealed handguns on the St. Raphael campus is strictly prohibited.

**Emergency Contact** - In the event a situation arises in which the safety of event attendees or the St. Raphael Facility is jeopardized, please call 911. When possible and safety is restored, contact our facilities staff:

Parish Administrator Mickey McGoldrick - 919-413-4442

Maintenance Walter Hernandez - 919-888-9684

To contact St. Raphael Room Reservations, e-mail Joseph Smith:  
[roomreserve@saintraphael.org](mailto:roomreserve@saintraphael.org) or phone 919-865-5710.





## Diocesan Agreement for Use of Parish Facilities

This Agreement for Use of Parish Facilities is made between St. Raphael Catholic Church (Parish) and the Licensee.

Whereas, the Parish is the beneficial owner of certain property known as St. Raphael Catholic Church and School Campus (“Property”), and

Whereas, the Licensee has requested the use of a portion of the Property as described in the reservation request form. For and in consideration of the premises and the terms and conditions set forth herein, the Parish and Licensee do hereby agree as follows:

1. The Parish grants the Licensee permission to use St. Raphael meeting facilities on times and dates as specified by the Parish. The Licensee shall use the Facilities only for purposes described in the Facility Reservation process. The permission granted herein is restricted to the Facilities only, and all other areas of the building and grounds encompassing the Property are excluded from use.
2. During the term of Licensee’s use, the Licensee shall pay the Parish the sum as specified on reservation summary (if applicable). **Such amount shall be payable 30 days in advance of one-time events** or before the first day of each quarter during the term of Licensee’s use of the Facilities.
3. The Licensee shall not make any improvements to the Facilities without prior approval of the Parish. The Parish shall have the right to make any improvements to the Property that it deems necessary or desirable without violating the terms of the agreement.
4. The Licensee shall insure that all persons using the Facilities under this license shall exercise good behavior so as not to disturb the surrounding neighborhood or cause damage to the Property.
5. The Licensee agrees to take full responsibility for the care, protection and supervision of any minor children associated with or participating in programs or events sponsored by the licensee. This responsibility is in effect at all times minors are on the Property of the Parish.
6. Release and Damages:



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a. Licensee agrees to protect, indemnify and save harmless the Roman Catholic Diocese of Raleigh, North Carolina and the Parish and their officials and employees from and against all claims, demands and causes of action, in favor of Licensee’s employees or third parties on account of personal injuries, emotional distress, illness, disease, or death or on account of property damages arising out of Licensee’s use and occupancy of the Property.

b. Licensee agrees to leave the Facilities in as good order and condition as when received by Licensee, reasonable wear and tear expected. Any damages to Property as determined by the Parish will be repaired by Parish or the Licensee and paid for in full by Licensee.

7. Licensee accepts the Facilities “as is”, acknowledges that is thoroughly familiar with the condition of the Facilities and that Parish has made no representations as to the condition of the Facilities.

8. Any special conditions on the use of the Facilities by the Licensee in addition to those stated herein are included as Exhibit “A” attached hereto. *If applicable.*

9. Licensee shall not assign this agreement or sublet any part of the Facilities.

10. It is understood and agreed that either the Parish or Licensee shall have the right to terminate this agreement at any time by giving written notice to the other party of the termination.

11. This agreement constitutes the entire understanding of the parties.

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I hereby acknowledge that I have read and understand the terms in this **Diocesan Agreement for Use of Parish Facilities and St. Raphael’s Policies for Use of Campus Facilities.**

My signature indicates that I agree with and will abide by the terms for scheduling an event.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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For online reservations: Clicking the **Submit button** constitutes my agreement to abide by all the terms for scheduling an event.