

THE CATHEDRAL CENTER OF OUR LADY OF VICTORY

Guidelines for Scheduling and Usage

The Cathedral of Our Lady of Victory offers the Cathedral Center as a facility for religious, social and educational functions. In order for the facility to fulfill its objective as a gathering place for parish and school functions, rules are necessary to assure prudent management of this facility and equitable treatment of its users. The items listed below are not necessarily an all-inclusive list of rules governing the operation of the Center but represent the significant guidelines for scheduling and usage. Since the primary function of this facility is to further the mission of building up the Body of Christ, the use of the Cathedral Center should be consistent with that purpose. All requests for use of the Cathedral Center and grounds must be approved by the Pastor of the Parish. The Cathedral Center is first and foremost utilized for the activities and programs of The Cathedral of Our Lady of Victory Parish and School and takes precedence over other activities. As a Catholic institution, we reserve the right to decline use of our facility to those whose public views are contradictory and offensive to the faith and to the faithful of the Catholic Church.

1. Reservations: Requests for rental are made during regular business hours, Monday-Friday, 8:00 a.m. to 4:30 p.m. through the Cathedral Center Coordinator by calling (361) 575-4741. The Use Agreement Form must be completed, signed and returned with the down payment to the Parish by mail or in person as soon as possible. The Parish will review the Use Agreement and establish estimated costs according to the Fee Schedule. Full payment of the Fees and the Damage/Cleaning Deposit are due at least 30 days prior to the Event. If any of the Fee is not paid when due, the Parish shall have the right to terminate the use Agreement and allow another applicant to use the Facility. In addition, the Parish shall have the right to keep the down payments as liquidated damages. When a request is made and approved for a particular date, the space will be reserved on the Scheduling Calendar on a first-come, first-serve basis.

2. Types of Events Allowed: Parish-approved types of events include, but not limited to, meetings, social and civic events and conferences. Weddings: Only events for Weddings held at The Cathedral of Our Lady of Victory are allowed.

3. Time of Event: The times specified in the contract includes set-up and tear down. Any additional time used will be charged at the stated rate on the attached rate schedule. Arrangements for set-up of non-parish events may be discussed with the Cathedral Center Coordinator.

4. No Smoking: The Cathedral Center is a non-smoking facility.

5. Alcohol: Alcohol will not be allowed unless approved by the pastor and specified in the contract and the additional security binder is purchased and verified. Alcohol may be served but may not be sold by the renter. It is illegal to serve alcohol to anyone under the age of 21.

6. Damages: All costs associated with repair and/or replacement expenses for any damages discovered after a scheduled event that exceed the deposit amount, will be the responsibility of the Lessee or organization utilizing the Center.

7. Doors: All exterior doors to the Cathedral Center must remain closed. Open doors prevent the computerized controls of the air-handling equipment from working effectively and efficiently. When leaving the Center, make sure all doors are closed and the lock catches from the outside.

8. Children: Children are to remain in the building and under adult supervision at all times. Due to safety concerns, playing or loitering outside the Center or on church/school property unattended is not allowed.

9. Decorations: Only free-standing decorations will be allowed in the Center. No tape, glue, staples, tacks, pins or other fixatives will be allowed to anchor decorations. Only *painter's tape* may be used to attach coverings to tables. Open flame candles are not allowed. Nothing should be taped or pasted to the floor. Ceiling tiles are not to be lifted and no items or decorations of any kind are to be attached to the ceiling, ceiling grid, windows, light fixtures or the walls or woodwork. Confetti, rice, birdseed and glitter are NOT permitted inside or outside of the Center. All decorations must be removed from the Center at the conclusion of the event. Arrangements can be made for early set-up and decorating.

10. Band and DJ equipment: No machines that produce smoke are allowed, as this may set off the fire alarm system. The House Audio System may NOT be used to project Band or DJ music.

11. Air-Conditioning: The HVAC system will be set by the parish Center's On-site Support Staff prior to the scheduled event. No one is allowed to tamper with the thermostat. If adjustments are needed, the On-site Support Staff should be consulted.

12. Lobby and Restrooms: No food or drinks are allowed in the lobby or restrooms.

13. Kitchen: No Kitchen utensils, pots, platters, dishes or glassware are to be removed from the kitchen for any reason whatsoever. Cooking on the Center's appliances is permitted and use of the Kitchen's available cooking utensils is permitted. Clean-up and proper storage of those utensils/appliances is required. Caterers are expected to supply whatever they may need to make their preparations. The caterer must also provide all dishes and serving utensils. All paper products must be provided by renter or by the caterer. When a professional caterer is used, the catering company must provide the Parish with a certificate of liability insurance with a minimum coverage of \$500,000.

14. Serving of Food: All hot food items are to be placed on hot pads, supplied by renter/caterer/organization.

15. Insurance: Lessor shall be required to provide the Parish with a certificate of liability coverage through their Homeowners insurance Policy, with a minimum coverage of \$500,000. This Certificate of Insurance should name the Parish as an "additional insured" for their event. If the applicant is unable to provide a certificate of insurance, they can purchase special events coverage through the Diocese of Victoria.

16. Cleaning Procedures and Expectations: The Center must be returned to the manner in which it was found. Any group and/or organization utilizing the Cathedral Center are responsible for the following, prior to leaving the facility:

- Chairs and tables may be rearranged but must be put back in place after the end of event.
- Any chairs and tables utilized in St. Michael Hall are to be cleaned and returned to the storage closet.
- Tables and chairs are NOT to be removed from the building.
- All trash containers must be emptied and trash bags removed from the building and put in the trash dumpster, located beside the OLV School Cafeteria. In the event that the dumpster is full, the remaining trash is to be left in the trash canister and stored in the shell space behind the stage (Interior Key opens the door leading to that space).
- The kitchen must be cleaned, including the removal of ALL food items in the kitchen area, microwave, refrigerator, freezer, counter-tops, sinks, etc. No food particles allowed in the sinks. The interior of the oven is to be cleaned as well.
- The table tops are to be cleaned and dried after all events. Cleaning supplies are located in the kitchen area. Brooms and mop bucket and mops are located in the utility closet in the kitchen area.
- Any food or trash left on the floor after the scheduled event must be removed.
- If left unclean, the cleaning deposit will be forfeited.
- The Cathedral Center staff will sweep and mop the Center, as well as clean the restrooms.

- Anyone using the Center is responsible for following all cleaning procedures and expectations noted above.

** After the scheduled event, the outside doors are to be locked and the key is to be returned to the Parish Office or On-site Support Staff, if present. If the office is closed, keys should be dropped through the Rectory's front door mail slot.

** In the event the Cathedral Center's On-site Support Staff or Parish staff observes Lessee in violation of any of the previously mentioned and foregoing restrictions, and if after fair and reasonable warning to correct such violation, the Lessee fails and/or refuses to do so, the Parish reserves the right to forthwith terminate this Agreement and demand the Lessee and its guests immediately vacate the premises.