



OUR LADY

— OF FATIMA —

FACILITY USAGE GUIDE

Our Lady of Fatima is equipped to suit your needs whether you are planning a ministry event, wedding, family reunion, birthday, or other public event approved by the pastor.

Step 1: Review the Event & Facility Usage Policy.

Step 2: Review the Facility Usage Fee Structure. (Approved Ministries not subject to fees)

Step 3: Review availability on the Parish Facilities Calendar online.

Step 4: Fill out your Facilities Usage Request Form 14 days prior to your event.

Step 5: Return necessary Agreement Forms, Liability Insurance Certificate, & Deposits/Fees

Our Lady of Fatima Event & Facility Usage Policy

- A. Our pastor reserves the right to decide the details of what takes place with regard to our parish events. This includes utilizing any space in a different manner in which it had originally been scheduled. It also includes applying or not applying the fee structure to an event. As part of the pastoral care entrusted to him by the Bishop of Knoxville, it is the responsibility of the Pastor of Our Lady of Fatima to oversee appropriate use of parish buildings and grounds. This policy is intended to ensure that the Pastor: (a.) has reasonable awareness of any use of the facilities, (b.) has reasonable assurance that those using the facilities understand and agree to follow this and all other relevant policies, and (c.) has reasonable means of addressing any misuse of facilities. Note: the person reserving a facility is hereafter referred to as the "ORGANIZER".
- B. Our Lady of Fatima provides facility usage to Parish and Diocesan ministries as well as Community organizations. We are also open to private events. Approval for all organizations and private events is finalized by the Pastor.
- C. Requests for Usage of Facilities must be made fourteen (14) days prior to event. The ORGANIZER will be notified of approval within three (3) business days of request.
- D. A facility fee structure exists for some community organizations and private events. (see Facility Usage Fee Structure) If an organization appears on the approved ministries list, they may still be subject to the fee structure depending upon the type of event scheduled. For example, a fundraiser could be subject to the fee structure.
- E. The ORGANIZER may be required to post a security deposit, with the understanding that said security deposit shall be forfeited in the event of damages to, or improper cleaning of, the facility. The surrender of the security deposit from the ORGANIZER to the parish does not limit the parish from seeking full compensation for damages to the facility or for cleaning of the Facility.
- F. Due to the limited amount of space, all planned events may be rescheduled based upon funerals, and other events that have a higher priority as determined by the pastor. The parish reserves the right at any time and for any reason to close a reserved facility, even if this results in the termination, cancellation or postponement of the event. In the event of cancellation, the parish will promptly return any fees and deposits to the ORGANIZER.
- G. If an event which is subject to the fee structure is canceled by the event organizer with less than 48 hours notice, the fees will be non-refundable.
- H. All applicable national Catholic norms and diocesan policies for the protection of children and vulnerable adults from sexual and other forms of abuse must be observed by all facility organizers and event participants. <https://dioknox.org/creating-a-safe-environment/>
- I. In accordance with Diocesan Policy, the parish must not be used for any political or political action group meeting, rally, or event of any political nature.
- J. The ORGANIZER must provide the parish with a certificate of insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence. This certificate of insurance must name "Our Lady of Fatima Catholic Church, Alcoa, TN" and the "Diocese of Knoxville" as additional insured. However, in particular instances when groups or individuals do not have insurance, the "Adult Hold Harmless/Indemnity Agreement" (see attachment) may be used. Parish ministries are exempt from this rule.
- K. The serving of alcoholic beverages requires that we follow Diocese of Knoxville Policies by submitting written request and receiving written permission from the Pastor. Only a bartender with a Server Permit from the Tennessee Alcoholic Beverage Commission may dispense alcohol at the event, doing so only in accordance with state law, and only moderately in both strength and frequency of the

drinks. The bartender must end all dispensation at least thirty (30) minutes before the event ends. If a guest appears intoxicated, the ORGANIZER shall provide the guest safe transportation away from the event. No other alcoholic beverages may be brought to the event except those served by the bartender. At events not sponsored by the parish and with more than fifty (50) persons in attendance, the ORGANIZER shall arrange for a uniformed Tennessee Peace Officer, or a uniformed Security Guard/Officer registered with the Tennessee Department of Commerce, to be present during the entire time alcohol is served and consumed.

- L. No smoking is allowed in any parish facility. Smoking on parish grounds is not permitted within sight of children or near flammable ground cover (e.g. mulch).
- M. Commercial and/or fundraising activities require express, written permission from the Pastor and full compliance with applicable laws.
- N. All organizations, including Catholic associations, using parish facilities must sign the Catholic Mutual "Unaffiliated Organization Agreement" (see attachment) before reserving a facility. Parish ministries are exempt from this rule.
- O. The ORGANIZER must remain present for the entire event and is responsible for returning the facility to its original condition by the end of the reservation time. The ORGANIZER is responsible for any damage to facilities or equipment caused by participants. All minors should be properly supervised at all times.
- P. The ORGANIZER is responsible for obtaining in advance an orientation from the parish office for necessary information regarding operation of lighting, heat and air, and all other needed facility features and equipment.
- Q. The ORGANIZER is responsible for proper cleaning after the end of their event in accordance to orientation. In case of use of kitchen/pantry following the OLOF Kitchen Cleaning Checklist. If kitchen is not in proper order prior to the ORGANIZER arriving the ORGANIZER must indicate on the checklist as well as email pictures of items left unproperly cleaned so they are timestamped prior to your event in order for the office to follow up with appropriate ministry; the ORGANIZER may also email photos post the event of proper clean up. Email can be sent to LRamos@ourladyoffatima.org. For private events that the fee schedule applies to unproperly cleaned events will result in forfeiture of the Cleaning & Damage Deposit. For Ministries & Community Organizations unproperly cleaned events will first result in a warning and meeting with pastor and scheduler; second time will result in Fee Schedule being applied with appropriate Cleaning & Damage Deposits required in order to use facilities; Pastor reserves the right to revoke privileges of facility usage to any repeated failure to properly clean facilities after usage by any Ministry, Community Organization, or Private Event.
- R. In keeping with the Catholic teachings on the Care of Our Common Home, Laudato Si, we ask all ORGANIZERS to help us in being good stewards of the Earth and to avoid products which harm the environment such as Styrofoam, non-recyclable plastics, and to avoid single use plastic and tableware by instead opting for reusable options such as those that can be washed whenever possible.
- S. The ORGANIZER shall promptly report to the parish staff any safety, security or general maintenance issues arising during the event.
- T. Exterior doors should never be propped open while heating/cooling units are in operation.
- U. Any violation of facility rules of use may lead to the termination of use of the facility, and subject the ORGANIZER to forfeit any deposits and to claims for damages determined by the parish.

APPROVED:

FR. PETER IORIO, PASTOR

PARISH PASTORAL COUNCIL

FEBRUARY 11, 2020

Our Lady of Fatima Facilities Usage Fee Schedule

Per Each Event:

Deposit – 25% of Total Cost is due at time of booking and refundable up to 15 days of your event.

Cleaning & Damage Deposit - \$100 required at booking that can be refunded after event inspection.

Liability Insurance - \$95.00 (Fee is waived if you hold current homeowners, renters, or umbrella policy providing us a Rider with Our Lady of Fatima and Diocese of Knoxville as Additionally Insured, see Liability Insurance FAQs.

Facilities:

Fees per event cover a four hour max.

Library - \$50

15-20 people

Nursery - \$50

25 people

Classrooms - \$50

25 people.

Meeting Room 125 - \$50

25 people

Meeting Room 126 - \$50

25 people

Columbus A - \$50

25 people

Columbus B - \$50

25 people

Columbus Hall (A&B) - \$100

50 people

Kitchen - \$50 for a four hour block, \$25 per additional hour.

Social Hall – Non-Wedding: \$200 for a four hour block, \$50 per additional hour.

Weddings: \$500 (Includes 8 hours of setup the day before & hold for two days for your event)

250 people

Pavilion - \$100 for a four hour block, \$25 per additional hour.

125 people

ALL FEES ASSOCIATED WITH YOUR RENTAL ARE DUE NO LATER THAN 10 DAYS BEFORE YOUR EVENT

ALL EVENTS CANCELLED WITH LESS THAN 48 HOURS NOTICE ARE NON-REFUNDABLE.

Wedding & Quinceañera Church Fees

Celebrants do not charge for weddings or quinceañeras. An honorarium is customary, but not required.

Fees applied to weddings, including convalidations, and quinceañeras based on decorations, guests, and liturgical needs that extend beyond the basics of a mass or service with the nuptial blessing or quinceañera blessing and outside of a normally scheduled mass.

Financial limitations will not preclude a wedding or quinceañera at Our Lady of Fatima.

Use of Church:

Fee Deposit - 25% is required at booking and is refundable up to 60 days prior to event.

Cleaning & Damage Deposit - \$100 required at booking that can be refunded after event inspection.

Usage Fees:

All fee balances are due 30 days before the event and is non-refundable.

Main Church:

Parishioner (contributing) for over one year:	\$250
Non-contributing or registered less than one year:	\$500
Non-parishioner (with Pastor's permission):	\$750

Chapel:

Parishioner (contributing) for over one year:	\$50
Non-contributing or registered less than one year:	\$100
Non-parishioner (with Pastor's permission):	\$150

Approved Organizations List

Organization Definitions:

MINISTRY

A ministry is any service organization at the parish or diocesan level approved as such by the pastor. A ministry has permission to schedule events and use the parish facilities outside of the fee structure. The lists of approved ministries are:

Adult Formation	Consoling the Heart of Jesus	Hospitality Committee	Quilters & Crafters
Angel's Corner	Council of Catholic Women (C.C.W.)	Jail Ministries	R.C.I.A
Arts and Environment	Cursillo	Knights of Columbus	Respect Life Committee
Bible and Breakfast	Divine Mercy Cenacle	Little Flowers	St. Joseph's Helpers
Catholic War Veterans	Faith Formation	Liturgy Committee & Ministries	Stewardship Committee
Children's Liturgy	Fellowship of Young Adults - FOYA	Liturgy of the Hours Prayer Group	Suppers Club
Coffee & Doughnuts	Focolare	Music Ministry	That Man Is You (TMIY)
Columbarium Committee	Financial Committee	Opus Dei	VIRTUS
Comfort Food Ministries	Haiti Outreach Mission	Parish Pastoral Council	Walking With Purpose
Confirmation Program	Hispanic Ministry	Perpetual Adoration Ministry	Youth Ministry

COMMUNITY ORGANIZATION

A community organization is any service organization not directly affiliated with Our Lady of Fatima. Examples might include: Junior League, Local Charities, & other non-profits as seen appropriate by pastor.

PRIVATE RECEPTION

- Private Reception (Sacramental) is any event revolving around the celebration of the sacraments.
- Private Reception (Non-Sacramental) is any event revolving around personal celebrations. Examples might include birthdays, family holiday celebrations, sports banquets, and corporate meetings.

WHAT IS SPECIAL EVENTS COVERAGE?

Special Events Coverage is a mechanism which allows the Diocese of Knoxville to extend liability coverage to an individual or organization using parish facilities for a non-parish sponsored event. For a cost of \$95 per event, \$1,000,000 in liability coverage is extended to a non-parish sponsored facility organizer (lessee).

WHEN SHOULD SPECIAL EVENTS COVERAGE BE UTILIZED?

Special Events Coverage can be used when a parish or other church institution is allowing an individual or organization to use its facilities for a non-parish sponsored activity. When determining whether or not an activity is parish sponsored, the following questions are helpful.

1. Does the parish have full control or final decision making authority over the function?
2. Do fees associated with the function flow through parish accounts?
3. If applicable, is the function open to all parish members?
4. Is the purpose of the function to facilitate learning, raise funds for the parish or to provide a social service on behalf of the parish?
5. Is the organizer or leader of the function a parish employee or volunteer?

Generally, if the answer to any of the above questions is “no”, the activity is not parish sponsored which means that the facility organizer needs to provide insurance which includes the Diocese and the parish as additional insureds. When it is determined that an activity is non-parish sponsored, there are two options:

OPTION I (Organizer HAS Liability Insurance)

The attached Facility Usage/Indemnity Agreement can be completed by the organization using parish facilities. This agreement requires \$1,000,000 in liability coverage, which must name Our Lady of Fatima and the Diocese of Knoxville as additional insureds.

OPTION II (Organizer Does NOT Have Liability Insurance)

Special Events coverage can be purchased which will cover the individual or organization holding the activity, the parish, and the diocese.

WHO IS ELIGIBLE FOR SPECIAL EVENT COVERAGE?

Special Events coverage is designed for the Diocese and parishes and can be extended to individuals and/or organizations (either profit or non-profit). Many individuals need this coverage for events such as private receptions or private events. Non-profit organizations such as a charity organization may need the coverage for a pancake breakfast or fundraisers. A for-profit organization such as a local business may need the coverage for an employee Christmas party held on parish facilities.

WHAT IS COVERED BY SPECIAL EVENTS COVERAGE?

Below is a brief explanation of what is covered by Special Events Coverage along with some items that are excluded. Please note that the actual coverage form must be examined for an exhaustive explanation of what is covered and excluded.

- Most non-parish sponsored activities are covered by Special Events Coverage. Common examples are wedding receptions, family reunions, awards banquets, and fund raisers.

- \$1,000,000 in liability coverage for bodily injury and property damage is provided for the special event organizer, parish, and the Diocese. Please note that the \$1,000,000 limit is shared by the covered parties and is a “per event” coverage.
- Coverage is available for overnight events at a cost of \$125 per event.
- Liquor liability coverage is provided. (NOTE: does not cover sale of liquor; extra coverage is required for those events).
- Some types of events are not covered, such as:
 - Any event lasting longer than 72 hours
 - Fireworks
 - Events involving more than 1,000 people
 - Events where admission is charged unless all proceeds go to charity
 - Events involving amusement rides or trampolines
 - Carnivals
 - Any event organized or run by a professional promoter
 - Sporting events including camps and tournaments
 - Events involving pool or lake activities
 - Events involving recreational vehicles
 - Events where guests bring their own alcohol (“BYOB”)
 - Political Rallies
 - Inflatable Amusement Devices (unless pre-approved/flat charge of \$250 applies)

HOW DO I COMPLETE AND PROCESS THE SPECIAL EVENTS APPLICATION FORM?

The application form should be completed in full and must include the following information:

1. Name of Parish or Institution – Please include the name and address of the parish or facility where the event will be held.
2. Lessee Information (additional insured) – Please include the name of the individual(s) or organization holding the non-parish sponsored event.
3. Lessee (additional insured) Contact Person – Please indicate the name, address, and telephone number of the person primarily responsible for the activity.
4. Type of Activity – Please provide a brief description of the activity including the date, time, approximate number of participants, whether or not food and/or liquor is being served.
5. Processing the Completed Application – One copy of the application should be given to the lessee, another retained for your records, and the original submitted to Catholic Mutual with a PARISH CHECK made out to Catholic Mutual Group. The original application should be submitted at least 15 business days prior to an event.