



ST. JOSEPH CENTER

215 N. 15TH ST. MOUNT VERNON, WA 98273

Tel: (360) 328-1981 / Email: stjosephcenter@icrsweb.org

Facility Use Agreement

**SAINT JOSEPH CENTER FACILITY
POLICIES AND FEES**

All groups need to have a non-profit status:

i.e. a501(C3)

NON-PROFIT NAME: _____ Date of Event: _____ TAX ID# _____

I. PRIORITIES:

1. Immaculate Conception Regional School & funeral receptions.
2. Activities sponsored by Catholic ministries within the geographical area served by Immaculate Conception Regional School.
3. Functions sponsor by non-parish organizations or groups with parishioner participation.
4. Function sponsored by non-profit, non-parish organizations or groups without parishioners participation.
("Parishioners means registered parishioners within the geographical area served by Immaculate Conception Regional School)
5. Only those uses consistent with the values of Immaculate Conception Regional School and the Catholic Church will be considered. The regional pastor/principal will have responsibility of judging the merit of questionable requests. Immaculate Conception Regional School, in its sole and absolute discretion. Reserves the right to refuse to rent the Center.

II. POTENTIAL USES

The following uses are acceptable:

1. Receptions 2. Meals 3. Retreats 4. Dances (see VIII) 5. Plays 6. Concerts/Recitals 7. Meetings 8. Auctions

Other uses will be considered subject to approval by regional Pastor/Principal of the Skagit Valley.

Any use of the facility that would jeopardize the tax-exempt status of the Archdiocese are not allowed. Public forums under the discretion of the Catholic Archdiocese are acceptable. Non-Catholic wedding ceremonies are not allowed, reception only. No group involved with guns or supporting firearms are allowed.

III. FACILITY REPRESENTATIVE REQUIRED

1. The presence of a Facility Representative is required when the facility is in use, including preparation and clean up time. This presence is to insure the following; safety, emergencies, security, clean-up supervision, supervision all equipment use, lighting, and heating, as well as closing and securing the Center.
2. Use of the center for school and parish functions requires a trained facility representative as well.
3. The Facility Representative will meet renter prior to event.
4. The Facility Representative will be present whenever equipment or goods are delivered to the center.
5. A security guard may be required at the sole and absolute discretion of Immaculate Conception Regional School.

IV. ALCOHOL

Consumption of hard liquor is not permitted. Beverages such as champagne, beer or wine are acceptable as long as the renter of the center hires a licensed cater or to deliver and distribute these beverages or the renter will need to obtain a liquor license three weeks prior to event. No individuals are allowed to bring in their own alcoholic beverages at any time. Due to State ordinances, drinking outside of the building is not allowed. No Minors under the age of 21 years are allowed to handle any kid of alcoholic beverages.

V. SMOKING

Smoking is not permitted. (Renters of the Center are responsible for outside cleanup of cigarette waste after an event).

VI. INSURANCE

Organizations, not sponsored directly by the parish or school, wishing to rent the Center must submit a Certificate of Liability Insurance in the amount of \$1 million to be kept on file. Certificate holder made to St. Joseph Center 215 N. 15th St Mt. Vernon, WA 98273 In addition, Immaculate Conception Regional School requests that a “rider” be attached to the organization’s liability insurance policy or the renter’s homeowners insurance policy, for the specific rental listing the Corporation of the Catholic Archbishop of Seattle and Immaculate Conception Regional School as additionally insureds.

One Time Special Events Coverage:

Go to <https://eventus.ajgrms.com> click on “Quick Quote”

Select state, Diocese (Archdiocese of Seattle), Parish (1012 Immaculate Conception Regional School), next (date of event) and number of attendees, next event type, next (if you have an open bar you need to click yes for alcohol being sold, BUT bar tickets included in admission ticket THEN click no for alcohol being sold)

Purchase insurance and provide proof three weeks prior to event.

VII. FOOD HANDLER’S PERMIT

Food handlers permit shall be required for use of the kitchen facilities.

VIII. DANCES

No loud Music after 10:30pm (we are in a residential area) Dancing on the gymnasium floor is not permitted, except for “sock hops”, i.e. where the dancers dance in stocking feet only. The rental of a dance floor is required if dancing in the gymnasium is planned.

IX. APPLICATION FOR USE

Application for use of the Center shall be made with the Facility Manager. A responsible representative of the renting party shall sign a written rental agreement.

Use of the Center will be guaranteed if the application is received prior to the date of use, and damage deposit is paid at the time the reservation is made. This payment is non-refundable. The balance of the rental fee shall be paid and copy of the insurance sent, not less than three weeks prior to the date of use. (Make checks payable to ICRS)

Reservations for use of the Center will not be accepted more than 12 month priors to the date of the event. Proof of non-profit status may be required at the time of application for use of the Center.

X. CLEANUP

The renters have the following responsibilities.

- Make sure you have enough vehicles at the center to load all items you brought into the Center.
- All items, food, decorations, etc. brought into the Center for an event shall be removed.
- All countertops and sinks and stove tops will be wiped down.
- All service ware, silver, glassware, will be returned to dishwasher to be cleaned
- All cigarette waste outside will be picked up

The renter is not responsible for wet-mopping floors, cleaning bathrooms or returning tables and chairs to storage. This will be done by janitorial services (see XI Fees).

Parish and school groups, however, must put all tables and chairs back to proper storage areas and pick up all garbage from all rooms and put them in the dumpster.

No decorations or applications of any kind may be made to walls, ceiling, or floors of the Center. No thumbtacks, nails, or duct tape shall be used. Candles are permitted, but there shall be no open flame, i.e, candles shall be in containers.

XI. FEES

The following fees for use of the Center shall be charged , and are payable, in full, not less then three weeks prior to the use.

- \$2000 – Full Center use (does not include labor) balance payable day of the event. Renter will be billed after for labor & additional fees payable upon receipt of final invoice.
- \$600 – Foyer only rental fee (does not include labor)
- \$500 – Damage Deposit payable at time of reservation
- \$18 /hour – for facility representative. This person is on duty from the time the Center is opened for the event until it is empty and locked up after the event.
- \$20/hour – for set up/take down, and janitorial service such as mopping, cleaning kitchen an or dishes etc.
- \$200 Evening use of center (4 hours) \$50 per hour for add'l hours. If set up is requested by renter on a preceding evening of the event, an extra evening use will be charged. Extra full day charge is \$400. Depending on the availability scheduling of the Center, these full day may not be a possibility.
- \$65 extra garbage pick-up fee. If dumpster is full from the event, this fee is charged after the event.

XII. USE OF FEES

Fees shall be deposited in a separate account at Immaculate Conception Regional School and shall be used to defray the cost of use and maintenance of the Center.

XIII. ADDITIONAL POLICIES AND FEES

Immaculate Conception Regional School may, in its sole and absolute discretion, adopt additional requirements and policies.

VX. POSSIBLE ADDITIONAL FEES

At the discretion of the school Principal any additional fees may be required.

Name of Organization: _____ Date of Event: _____

Renter Signature: _____ Date: _____

To access Saint Joseph Center prior to your event, please contact
Miny Chavez/ St. Joseph Manager (360) 328-1981
stjosephcenter@icrsweb.org

MAILING ADDRESS:

Immaculate Conception Regional School

Attn: Bookkeeper

1321 E. Division St.

Mount Vernon, WA 98274