

## **Woodstown Parish Center**

Woodstown's Parish Center is a multifunctional facility designed primarily for religious, educational, social, and recreational activities of the Parish. As part of the local community, the Parish welcomes opportunities to share its facilities for the benefit of the community.

### **Use by Community or Private Groups**

Examples of activities for which the facilities could be used by community or private groups include the following;

Educational programs.

Social functions, such as Parish or civic-sponsored dinners, dances, showers, various fund raisers.

Entertainment or cultural events, such as concerts, recitals, lectures, and other stage performances.

Non-parish group or club meetings and seminars, day or evening.

In addition to dinners in the main hall, beverage or light food service can be arranged for events in most rooms.

A floor plan and descriptions of rooms that can be made available are attached, along with Rules for Use of Parish Center Facilities, a Suggested Donation Schedule, and an Application for Use.

Please be advised that Parish activities take precedence over any other uses. Furthermore, the Parish Center cannot be used for any activities that conflict with teachings of the Catholic Church. We regret that wedding receptions cannot be allowed, due to scheduling of weekend Masses and other Parish events.

**Woodstown Parish Center**  
**Rooms Available for Community or Private Groups**  
(when not scheduled for Parish activities)

Room 102, Main Hall, 50x90 ft., with Stage 26 ft. wide by 15 ft. deep.

Seating for 400 auditorium style, or 224 at round tables of 8.

Restrictions:

Not generally available on Saturday evening or Sunday.

For athletic activities, basketball shoes or white-soled gym shoes are required; street shoes and walking shoes are not permitted.

Room 108, Kitchen, adjacent to Main Hall, 19x25 ft.

2 six-burner ranges with convection ovens, 2-door refrigerator, all stainless steel work tables and sinks.

Restrictions:

Not generally available apart from Main Hall

See separate list of Kitchen Rules.

Bring your own dishes and ice. (No dishwasher or ice maker)

Room 110/111, Classes, Meetings, Social Events, 21x44 ft.

Seating for 50 classroom style with long tables, or banquet style with round tables of 8.

Wet bar for beverage service in 111.

Can be divided into two rooms, 21x22 ft.

Room 122/123/124, Classes, Meetings, Social Events, 24x60 ft.

Seating for 100 auditorium style, or 75 banquet style with long tables or round tables of 8.

Wet bar for beverage service in 122.

Can be divided into three class/meeting rooms, 24x20 ft.

Rooms 116, 117, 125, 126; Classrooms

Not generally available during school year. You may inquire about other times.

**Woodstown Parish Center**  
**Rules for Use of Parish Center Facilities**

1. The Parish Center may not be used for events that, in sole discretion of The Catholic Community of the Holy Spirit, conflict with the teachings of the Catholic Church.
2. Parish events will take precedence over Community or Private events. Approved Community or Private events will be scheduled in the order in which applications are received. The Parish will endeavor to schedule its events early enough to avoid conflicts with other events. Some conflicts may be unavoidable, such as funerals on weekday mornings.
3. Community or Private groups must present valid Certification of Special Events Insurance coverage with the limit of general liability being \$1,000,000. If the applicant does not have coverage, The Catholic Community of the Holy Spirit through the Diocese of Camden can obtain this coverage for the applicant for a fee of \$100. Certification of coverage or an application for coverage through the Parish must be presented with the Application for use of the Parish Center.
4. Rental of the facility includes a 2 hour set up time immediately prior to the requested event. Earlier set-up will be considered if the facility is available.
5. Caterers must be insured, and must comply with all conditions of this agreement.
6. Sub-leasing of the facility is not permitted.
7. In consideration of any person(s), organization(s), or group being given permission to use the Parish Center, the applicant will be responsible for the actions of all guests at all times, and will be responsible for any conditions deemed unsatisfactory in the sole discretion of The Catholic Community of the Holy Spirit resulting from applicant's use of the Center, both indoors and outdoors, that jeopardize safety or security of the facility or occupants, or operation of the facility.
8. No minor guests will be allowed unless accompanied by a parent or adult.
9. Access will be limited to rooms approved on the application plus restrooms and common areas needed for access to approved rooms.
10. Attendance at any event shall not exceed the capacity of the rooms approved for use.
11. All participants in any event shall conduct themselves in an orderly manner. Inappropriate behavior as determined by the designated representative of Catholic Community of the Holy Spirit may result in removal of the person from the premises and may include stopping the event and denial of future use of the facility.

12. Alcohol is not permitted in the Parish center unless approved on the Application for Use. Any approved alcoholic beverages must have a New Jersey State Tax stamp. Sale of alcohol is not permitted at any time.
13. The Parish is not responsible for the actions and/or condition of any individual under the influence of alcohol while in or after leaving the Parish Center.
14. Smoking is not permitted in any part of the Parish Center at any time.
15. No food, beverages or furnishings are permitted outside the building unless this has been approved as part of the event.
16. The Parish Center must be left in the same or better condition than it was found.
17. All parking must be in marked spaces in the parking lot. Vehicles blocking entrances and exits, in handicapped spaces without an approved placard, or anywhere along the entrance roadway, may be towed away at the owners expense.
18. Use of kitchen must comply with posted rules (copy attached) and acknowledgement of these rules must be made on Application for Use.
- ~~19.~~ Any damage or change in the condition of the building or grounds, or any condition or equipment failure that potentially jeopardizes health or safety, shall be reported immediately to the designated Parish Representative or the Parish Office, at 478-2294.
20. Damage to Parish property, both indoors and outdoors, resulting from use by non-Parish person(s), organization(s) or group will be the responsibility of those users. Such users will be responsible also for any expense resulting from behavior that jeopardizes safety or security of the facility or occupants, or operation of the facility. Any security personnel required on site by the user or by the Parish at the users event will also be the responsibility of the user as to both expense and expertise.
21. The Parish is not responsible for lost or stolen articles, or for food and/or beverages supplied by the caterer or the applicant and consumed by the attendees.
22. Do not adjust thermostats. They will be programmed beforehand for the event. If any adjustment is needed, contact the Parish Representative.
23. Special permission is required for use of candles. Open flames of any other kind are not permitted.
24. Acceptance of these rules must be indicated on the Application for Use.

**Woodstown Parish Center  
Suggested Donation for Use**

<u>Room</u>	<u>Parishioners</u>	<u>Non- Parishioners</u>
<b>One Time Use</b>		
Main Hall only	\$350	\$600
Main Hall and Kitchen	\$400	\$650
Kitchen only	\$50/hr.	\$75/hr.
110/111 double room	\$150	\$300
122/123/124 triple room	\$200	\$400
<b>Multi Use</b>		
Main Hall only	\$30/event	same
110/111 double room	\$30/event	same
122/123/124 triple room	\$30/event	same
Security Deposit, Refundable	\$100	\$100

The Security Deposit must be submitted with the Application for Use and will be refunded if all requirements of the Rules for Use are met. It will be appreciated if donations in consideration of permission to use the facilities are made prior to the event.

Community or Private groups must present Certification of Special Events Insurance coverage with the limit of general liability being \$1,000,000. If the applicant does not have coverage, The Catholic Community of the Holy Spirit through the Diocese of Camden can obtain this coverage for the applicant for a fee of \$100.

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Parishioners suggested donation applies to parishioners sponsoring a family or private, invitation-only event that is not a fund raiser, e.g. a bridal shower or birthday party.

Non-Parishioner suggested donation applies to any event sponsored by individuals or groups solely for the benefit of the sponsors. Coincidental membership by parishioners does not qualify the event as a Parish event.

Special consideration can be given, in the sole discretion of The Catholic Community of the Holy Spirit, to Non-Parishioner events benefiting designated charities, and to clubs or civic organizations that meet on a regular year-round schedule with an educational, charitable or civic purpose.

## **Woodstown Parish Center Safe Environment Rules**

Groups that rent the facility must be in compliance with the Diocesan Safe Environment program. These include, but are not limited to: Boy Scouts, Girl Scouts, and sports teams. It should be understood that any activity that meets regularly with minors without a parent present for the entire program is subject to the requirements of the Diocesan Safe Environment Program.

The Primary goal of the Diocesan Safe Environment Program is to keep safe the children entrusted into our care. The Diocesan program is “Adults in regular contact with minors must pass a criminal history background check **by the Diocese.**” Adults are defined by the Diocese as 18 years of age or older. Minors are defined as persons under 18 years of age. Additionally, all adults are to be trained in Child Assault Prevention or CAP.

One of only two exceptions to the criminal history background check policy which clearly states that all background checks are to be done **by the Diocese of Camden** is school personnel \*. When an adult volunteer in regular contact with minors is employed in a school, physical documentation verifying that the individual is employed by the school is necessary. This exemption only applies to a public or non-public schools in New Jersey. This does not apply to personnel employed in Pennsylvania or in another state. This does not apply to personnel employed in day care centers.

A Criminal History Background check is completed using a fingerprinting form provided by the Parish. When this form is picked up a Disclosure Form must be completed and returned to the Parish. The Disclosure Form is a very important legal document. As a consent form, this document gives the Diocese of Camden permission to perform a criminal history background check on a volunteer who will have regular contact with minors. Without the Disclosure Form, the clearance letter cannot be released obtained. Without the clearance letter, the individual is not allowed to have any contact with minors.

**CAP** is a community prevention program that seeks to integrate the best resources of communities in an effort to reduce the vulnerability of children and young people to verbal, physical and sexual assault. CAP adult programs cover the prevention and empowerment strategies given in the children’s workshops and offers suggestions for the most effective ways to support those strategies in the community. CAP programs are sponsored by the Diocese and presented in Parishes throughout the Diocese throughout the year. Attendance at a 90 minutes presentation is required. Schedules can be provided by the parish office.

**Criminal History Background checks must be completed every three years, to re submit fingerprints a disclosure form must be completed.  
CAP training must be updated every five years.**

*\*There is a reason why it can only be school personnel in New Jersey public or non-public schools. Every organization that does background checks looks for different disqualifying offenses as guided by a particular New Jersey state law. The Diocese of Camden and the New Jersey Department of Education use the exact same law. Any other organization is not consistent and could present a legal problem if there is a behavioral issue down the road. We absolutely do not accept clearances done for day care centers. School nurses are acceptable only if they are directly hired by the school and the school can document that said nurse is employed by the school. In the past you have been asked to procure documentation each September from the school. Two things work: (1) a letter signed each September by the principal or administration of the school asserting said individual is employed at the school or (2) a current copy of the paystub with salary information blacked out. Both of these are still acceptable.*

May, 2016

## **Woodstown Parish Center KITCHEN RULES**

Bring your own supply of coffee, tea, sugar, other beverages, condiments, paper products, and all food items. A limited supply of paper towels and trash bags will be available. Make sure you have enough for your needs.

Turn on the hood fan when using either range or oven. The switch is on the right side of the pantry door. Open the roll-up curtain in the serving window or the top panel of the Dutch door for make-up air.

Be sure you understand the operation of the fire suppression system in the hood before you use a range or oven. Ask the Parish Representative assigned for your event.

Ask the Parish Representative for instruction before using ranges or ovens. He/she will see that the gas is on and pilots are lit.

Turn off all burners and ovens and unplug all appliances when finished using them.

You may use the coffee urns, but wash, not just rinse, them after use. Wash and dry all dishes and cooking utensils and put them back where you found them.

Do not move or rearrange any tables or bring any tables into the kitchen.

Place all trash in sturdy plastic bags, tie them closed, and place in dumpster outside kitchen door.

Clean up ranges, ovens, and all counters, work tables and sinks.

Clean up any spills on the floors in the kitchen and dining areas, on tables and chairs, and anyplace food or drinks may have been carried. Don't overlook the refrigerator.

Do not leave any of your food or beverage items in the refrigerator, or anywhere in the kitchen after your event, except by prior arrangement. Opened containers will be discarded. Unopened containers will be considered available for use by others unless they are labeled with the owners name, the date when they were brought in, and the event for which they are being saved.

Turn out all lights before leaving. A night light will stay on.

If you have questions about anything, ASK!

Failure to comply with these rules will lead to denial of future use.