

Our Lady of the Holy Souls Church

1003 N. Tyler Street – Little Rock, AR 72205
501-663-8632

Website: www.holysouls.org

E-mail: office@holysouls.org

Facility Rental Policy

The following policies were established in keeping with the guidelines for the use of the church and related facilities issued by the Diocese of Little Rock:

- Exclusive of weddings, only parishioners of Holy Souls can lease church facilities for events.
- Facilities are open for rental by parishioners who have current member status and their affiliated organization. The affiliated organizations other than those Catholic in nature and philosophies must not appear to be contrary to that which the Catholic Church advocates.
- The facilities cannot be used for any political rally or assembly, nor can it be used for political fundraising.
- Use of church facilities will be on a first come basis. Parish functions take priority over private rentals.
- The facilities are open for rental for weddings by parish members and non-parish members. The following criteria must be met:

Member Status – Either the bride, groom, or their parents must be registered as a parish member for a period of 6 months prior to the wedding date.

Non-Member Status – One of the individuals being married is Catholic.

The parties must be entering into a valid union recognized by the Catholic Church.

KEYS

Keys must be picked up by the renter **the day before your event** at the parish office between 8:00 a.m. - 4:00 p.m. (Summer hours 8:00 a.m. – 3:00 p.m.) Monday – Friday. *The Pastor is not responsible for opening or closing the facilities.*

Keys must be returned no later than 3:30 p.m. on the day following your event. If the office is closed, the key is to be placed in the mail slot. There will be a \$20 refundable key deposit included in the rental fee.

PARKING

Fire Codes prevent parking in the front circle of the Church. Please do not park in designated fire lanes.

THE USE OF ALCOHOL

The following regulations apply to the use of alcohol.

- No alcohol is to be served after 11:00 p.m.
- No alcohol is to be served to anyone under 21 years of age.
- It is the responsibility of the renting parties to provide transportation for anyone who is intoxicated.
- No alcohol beverages are to be served to anyone who is intoxicated.
- No alcohol beverages are to be consumed outside of the facility.
- Holy Souls Church is not liable for individuals who consume alcohol beverages.

BINGO

- No outside organizations may play bingo in any Holy Souls facility.

SET-UP / CLEAN-UP

- All food and drink, linens, paper goods, utensils, dishes, etc. must be provided by the Renter.
- It is the responsibility of the renting parties to provide access to the facility to florists, supply rental companies, bands, and caterers.
- If you will be utilizing the church's tables and chairs, you must submit a set-up diagram to the Facilities Coordinator no later than one week before the event.
- Decorating – Taping decorations to the walls of our facilities is not permitted. Tape is not to be used on the pews in the church as well.

- The party renting the Church's facilities is responsible for leaving the facility in the condition in which it was found upon arrival. Any repair of damage shall be assumed by the party renting the facility. **When picking up your key, please obtain a copy of the Event Clean-Up Check List.**
- Report anything broken or out of order to the church office (663-8632) during normal business hours.

CATERING

When licensed caterers are used, they must meet certain qualifications and have the following documentation:

- City beverage license
- Arkansas Health Department Certification
- State Tax Number
- Proof of Workmen's Compensation and Liability Insurance

A Cafeteria staff member must be present when using the kitchen for food preparation. The fee associated with using this staff member is to be paid by the renter.

BANDS/MUSIC

Please advise those providing music for your event that they need to provide their own PA system.

Use of the grand piano located in the Allen Center must be cleared by the Music Director. No food or drink may be placed on the piano. The renting party is responsible for any damage to this instrument.

Disc Jockeys or bands are prohibited from using fog machines due to the sensitivity of smoke detectors as they will activate the fire alarm.

DISTURBANCE

Renters must be present and diligent in directing the behaviors of their group and any accompanying children to respect the environment of the group or groups with whom they may be sharing a facility. Please do not allow guests to wander the premises. Children must not be left unattended outside the facilities or on the school playground.

SMOKE-FREE CAMPUS

The campus and all facilities of Our Lady of the Holy Souls Parish are smoke free.

ACCOUNTABILITY / DAMAGES

It is the responsibility of the individual signing the Contract for Use of Parish Facilities to comply with all applicable laws, ordinances, and regulations in the use of the facility. The Renter is responsible for the conduct of all individuals, including, but not limited to any member, participant, attendee, DJ, caterer involving with or attending their event.

Any abuse of, damage to, loss of Church property, whether real or personal, shall be the responsibility of the Renter. The Renter agrees to reimburse the Church upon demand, such sum as will be necessary to restore the damaged property to its original condition.

Our Lady of the Holy Souls Catholic Church shall assume no liability for the loss, damage or return of any items of personal property brought on to the premises by any member, participant, attendee, DJ, caterer involved with or attending the User events.

Example of issues which may result in all or part of deposit not refunded includes, but is not limited to:

- ◆ Event continues beyond curfew
- ◆ Facility not cleared of rental items, decorations, and food or beverages
- ◆ Broken tables or chairs
- ◆ Broken fixtures, doors or windows
- ◆ Damage to painted walls or ceiling tiles
- ◆ Leaving hall/church doors unlocked after event
- ◆ Excessive noise or behavior resulting in police or fire department visit.
- ◆ Allowing smoking in the building
- ◆ Setting off smoke alarms or other non-typical facilities issue, requiring a visit from the fire department or parish staff.
- ◆ Trash not removed to dumpster, or trash or debris left on parking lot.
- ◆ Not turning off kitchen appliances.
- ◆ Violation of any policy can result in full or partial deposit forfeiture.

THE FACILITIES

PARISH HALL – Is a non-smoking facility and is handicapped accessible from the Tyler & I Streets parking lot. The Parish Hall can accommodate 112 people at seated tables and 200 at a “stand-up” event. The hall can also be divided into two smaller spaces by making use of the partitioned wall.

The Parish Hall consists of the following:

- Full kitchen with ice machine
- 20 - 8 ft. long tables (seats 8)
- 12 – 60 in. round tables (seats 6)
- 120 chairs
- Sound System.
- Free standing podium
- Large screen TV with VCR/DVD player
- PowerPoint projector (Rental Fee \$25)
- Restrooms
- Nursery (Available for church and school functions only)

ALLEN CENTER – Is a non-smoking facility and is handicapped accessible from the Tyler Street parking lot. The Allen Center can accommodate 200 people at seated tables and 400 at a “stand up” event.

The Allen Center consists of the following:

- Industrial kitchen with ice machine (If renter will be utilizing the kitchen for food prep or if a caterer is used, a member of the cafeteria staff must be present.)
- 20 – 8 ft. long tables (seats 8)
- 17 – 60 in. round tables (seats 6)
- 200 chairs
- Sound System
- Free standing podium
- Baby Grand piano
- Restrooms
- Stage area with projector screen
- Dimmable lighting system

CHURCH - Holy Souls Church is handicapped accessible from the Tyler Street parking lot. The church seats 550 people.

The church consists of the following:

- Sound system
- Organ
- Piano
- Gathering Room (available for the bride and bridesmaids)
- Altar Server’s Room (available for the groom and groomsmen)
- Restrooms

RENTAL FEES

Facility Rentals:

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| Parish Hall: | \$475 includes \$120 refundable deposit (\$100 facility fee and \$20 key fee) |
| | \$25 fee for use of PowerPoint projector |
| Allen Center: | \$675 includes \$120 refundable deposit (\$100 facility fee and \$20 key fee) |
| Use of Cafeteria Staff | \$ 75 (fee for cafeteria manager to be on site when kitchen is being utilized.) |

Wedding Fees for church use:

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| Parishioner: | \$550 includes: | Facility Fee Wedding Director Fee Organist Fee Cantor Fee |
| Non-Parishioner: | \$1,050 includes: | Use of Church Facility Fee Wedding Director Fee Organist Fee Cantor Fee |

LENGTH OF USE

Availability of the Allen Center or Parish Hall for weekend events are as follows:

Allen Center – after 6 p.m. on Friday evening

Parish Hall – after 3 p.m. on Fridays

Church – Mass schedule has priority

All activities on the parish grounds must end by midnight.

These times may change if a church or school function is scheduled for a weekend event.

SOUND SYSTEM AND MUSICAL GUIDELINES FOR HOLY SOULS CHURCH

Guest musical groups using the church are expected to adhere to the same musical, theological and liturgical standards as the music ministry of Holy Souls Church. The leaders of guest musical groups must consult in advance with the Music Director at Holy Souls regarding any special instrumental or sound system needs.

The church sound system is designed primarily as an aid to worship. The sound system and speakers are designed to enhance speech only. The organ, piano, and choirs all perform independently of the sound system. Using the sound system to amplify instrumental music (guitars, pianos, keyboards) can actually damage the delicate speakers. Groups desiring to amplify instrumental music will have to provide their own amplification system.