

Ministry Facility Use Priorities and Guidelines

A Way to order a clear path
of Discipleship

Good Shepherd Catholic Community
1000 Tinker Road
Colleyville, Texas 76034
(817) 421-1387

Introduction

In this document you will find:

- Our Mission, Vision, and Core Values
- Ministries Priority Level
- Examples of Ministries and their Priority Level
- External Groups
- Pricing for Facility Use
- Guidelines and Rules for reserving space at our Parish

Good Shepherd's Mission, Vision, & Core Values

Mission:

Nourished at the table of the Lord, we welcome all to become disciples who know, love, and serve God and neighbor

Vision:

A faith-filled, Catholic community, inspired by the Holy Spirit, serving God's people and leading others to Christ.

Core Values:

- Worship
- Hospitality
- On-going Conversion
- Sacramental Life
- Mission
- Works of Mercy

Good Shepherd's Priorities

- Worship
- Formation
- Service
- Conversion
- Community

Category	Priority Level
Worship	1
Formation	2
Service	3
Conversion	4
Community	4

Our Ministries

(by level of priority)

	Primary	Secondary	Supporting
Worship	1. Mass, Reconciliation, Adoration, Sacraments, Weddings, Funerals	5. Music Ministry, Receptions, Holy Hour of Power	9. Bethany Ministry, Lazarus Ministry
Formation	2. K-12 Formation, Little Lambs, VBS, Unity, Adult Formation, CLOW	6. Scripture Studies, Women Walking in Faith, ALPHA	10. Secular Franciscans, Speaker Series
Service	3. Parish Service Day, Outreach Partners	7. Grief Share, Stephen Ministry, Outreach Partner Socials	11. Baby Looms, Prayer Shawl Ministry
Conversion and Community	4. RCIA, Major Parish Events	8. SCC, CHRP Meetings, KoC, Men's Club, Women's Group, Archangel Moms, Monica Group, Fish Fry	12. Social Seniors, Trail Life, AHG, Men's R&D, St. Rita

Major Parish Events

- Garage Sale
- Super Casino Night
- Oktoberfest
- Parish Picnic
- CRHP Weekend

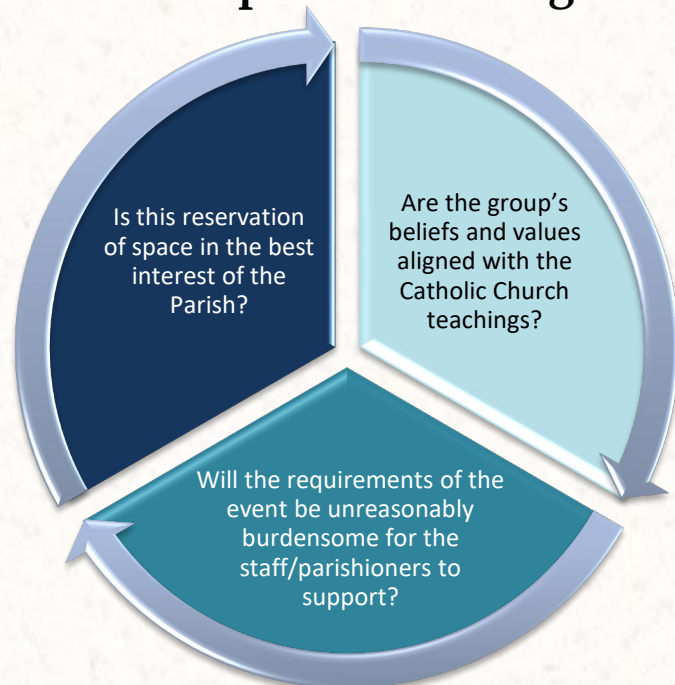
External Groups

- After taking care of the needs of all our ministries, we then open the facility to outside groups (this **does not** include unaffiliated groups/non-Catholic groups) and parishioners for personal events.
- Events will be scheduled no more than 30 days out and must be approved by the Pastor.
- Events will be schedule in this order: 1. Partners & Colleyville Community (including other religions), 2. Affiliated groups

External Groups

- We do not reserve our space to any unaffiliated and non-Catholic groups
- We do not reserve our space for birthday parties, baby showers, bridal showers, etc.
- Ministries/Groups cannot use our facilities when the Parish offices are closed for holidays and inclement weather. No exceptions.
- Parties will only be considered when there is a sacrament affiliated with event. Examples include: baptismal party, wedding anniversary party, Quinceañeras, Wedding Reception

Good Shepherd's Vetting Process



Approval Process

The following is the order of operation for all ministries (**GSCC Ministries Only**) reserving space:

- Check Good Shepherd's calendar to make sure the space is available when you are needing it.
- Follow the link <https://gsc.net/ministries/ministry-leaders-at-gsc.net/> to request a room.
- You will receive a confirmation email when your room request has been approved. The room is not reserved until you receive this email.

Weddings and all other events outside of our ministries:

- Events cannot be scheduled until 30 days prior to the event (**Weddings are the exception**)
- Contact Nicole Trevino (Business Manager) @ ntrevino@gsc.net to setup an appointment to have the Facility Use Contract signed.
- The Security Deposit is required at the time of signing the contract.
- Once signed contract and deposit is received, **Good Shepherd will reserve the space for the event (Do not request the event yourself).**
- Total Fees are due no later than 30 days prior to the event.

Facility Use Pricing

Room	Sacramental Event	Ministry	Affiliated	Deposit
Worship Space	-	-	-	\$300
Daily Chapel	-	-	-	\$300
Parish Hall	\$800 *\$50 per hour for additional hours	-	\$800 *\$50 per hour for additional hours	\$500
Parish Hall- Kitchen- Full Use	TBA	TBA	TBA	TBA
Upper Room	\$2000 *\$100 per hour for additional hours	-	\$2000 *\$100 per hour for additional hours	\$800
Upper Room- Kitchen- Full Use	\$500	-	\$500	\$200
Upper Room- A/V Full Use	\$800 *\$50 per hour for additional hours	-	\$800 *\$50 per hour for additional hours	\$300
Security Guard *Required if Alcohol is served	*-\$50 per hour-	Three hours	minimum (\$150)-*	
Classrooms	-	-	-	N/A
Outreach Center	\$300 *\$50 per hour for additional Hours	-	\$300 *\$50 per hour for additional hours	\$100
Outreach Center- A/V- Full Use	TBA	TBA	TBA	TBA

Facility Use Setup Guidelines:

Parish wide events: Space can only be reserved for setup in advance of a maximum of 72 hours before event for setup.

Faith Formation

Programming: Reservation of space is permitted at noon the day of programming.

If the space is not being used the day before and/or the morning of (and calendar has been checked and verified), Faith Formation can set up for their programming earlier.

All other events can only reserve the space the day of event for setup purposes.

Set & Strike Ministry can be used as a resource to help set up and take down (if they are available) Contact Johna Kacir @ jkacir@gsccl.net for more information.

- **All pricing is for events lasting up to a maximum of 5 (Five) hours.**
- **Event time and Additional time must be agreed upon prior to the event and additional fees will apply per hour.**
- Fees and deposit must be paid at the time indicated on the contract. Written notification of cancellation of your event must be given at least thirty (30) days prior to the event for your deposit to be refunded.
- Renter is responsible for the set up/break down tables and chairs, per the contract
- The space must be cleaned to its original condition or better, and all items must be put back to their original place after event is finished.
- The deposit will be refunded if there is no damage, broken items or things missing and the facility is cleaned and vacated by the time indicated.
- There is a \$95 Diocesan special event insurance, if required.
- **Weddings/Funerals** There is a stipend outline for all positions, including A/V. Please see attached
- Ministries include all formal ministries of Good Shepherd Catholic Community listed on our website
- Affiliates include our parish schools, mission-outreach partners, and Colleyville community organizations
- Good Shepherd considers a **Parishioner** to be a registered individual with visible time, talent, and treasure for three months or longer.

GOOD SHEPHERD - FACILITIES USE CONTRACT

1. Good Shepherd Catholic Community hereby agrees to permit use of _____ by _____, (referred to as "User" in this contract)
(Party or parties reserving facility)
in return for which the User named above agrees to the terms of this contract.
2. User may use the facility on _____ from _____ to _____ for the purpose of _____
(month/day/year) (time)
_____. Wedding Rehearsals will be held the day before the Wedding from 5:30pm to 6:30pm.
3. A facility usage fee of \$ _____ shall be paid by the user for rental of the facility. This fee is to be paid 30 days prior to the event).
A security deposit of \$ _____ must be paid in order for the facility to be reserved.
Cancellation must be made 30 days prior to the date of use in order for the deposit to be refunded.
4. The User must furnish, no later than thirty days prior to date of usage, **Liability Insurance** coverage in the amount of \$500,000 listing the Diocese of Fort Worth and Good Shepherd Catholic Community as named insured (\$1,000,000 if alcohol is served). If the User 's homeowner insurance carrier can not provide this coverage, a one day Liability Insurance Policy may be purchased by the User through the Diocese of Fort Worth and Good Shepherd Catholic Community (fee for the Insurance is \$95.00 - non-refundable). Failure to produce a certificate of insurance 30 days prior to event will be cause for the event to be canceled and forfeit of fees. (*This does not apply to wedding ceremonies and baptisms held in the church)
5. The fees set forth in the published schedule of rentals include use, securing the building after use, and deposit against damage. If in cleaning the facility any damage is seen caused by the User, or if the User does not vacate the premises by the hour mentioned, then the damage fee will be retained. Otherwise, the damage deposit will be returned. It is understood that on renting any of the Church rooms, the rooms are to be cleaned up and vacated by the hour mentioned and will not exceed 10:00pm. Therefore, allow sufficient time and personnel to clean up and vacate the premises no later than the time indicated.
6. The User shall be responsible for the behavior and actions of all persons attending the event. In addition, the User hereby agrees to indemnify and hold harmless the Bishop of the Diocese of Fort Worth, the Good Shepherd Catholic Community, their agents, servants or employees, of and from any and all claims, demands, causes of action, damages and expenses, including but not limited to attorney's fees and court costs, arising out of or in any way connected with or alleged to have arisen out of or to be connected with the use of the facility by the User, the User 's agents, servants or employees, or anyone coming onto the property due to the event.
7. Good Shepherd Catholic Community has the right at any time to stop an activity or take possession of the facility before expiration of the aforesaid closing time at the sole discretion of Good Shepherd Catholic Community as represented by a member of its staff or designee. However, this does not constitute any obligation of Good Shepherd Catholic Community, or any other representative of the Diocese, to have anyone present during the event.

Beer and/or wine only _____ will _____ will not be served at the event (check one). If beer and/or wine is served, the Policy on the Use of Alcohol in the Diocese of Fort Worth must be observed and is fully incorporated into and made part of this contract of which the policy is Exhibit A. Furthermore, the designated bartender(s) shall see that no underage person is served beer and/or wine, nor that anyone is served beer and/or wine whom the designated bartender(s) considers intoxicated. The User furthermore agrees that if anyone attending the event becomes intoxicated, the User will provide the intoxicated person transportation home. Beer and/or wine may not be left unattended before, during or after the event. **PRIVATE SECURITY MUST BE OBTAINED IF BEER and/or WINE IS SERVED. Alcohol consumption terminates when event ends. Please see Exhibit A for full guidelines.**

8. Good Shepherd Catholic Community is a **NO SMOKING FACILITY**. Please ask anyone who wishes to smoke to step outside the building.
9. Good Shepherd and its agents are not responsible for any loss or damage to personal property left unattended or for any injuries sustained while on the premises.
10. No parish-owned equipment or supplies may be removed from the premises. Areas and equipment used by any group, club, organization, persons, etc. will be cleaned and stored properly after use. This includes cleaning of areas outside primary ones used, such as rest rooms, hallways, and walkways outside, if use has made them dirty. Any damage done to equipment or premises will be the financial responsibility of the user.
11. Nothing is to be attached to the ceiling or walls. Rice, bird seed, flower petals, confetti, balloons, and bubbles may not used either inside or outside the church facility. **Candles are not permitted**. Smoke machines and dry ice are not allowed. There are no exceptions to this rule. No special equipment such as heaters, air-conditioning units, dishwasher, stove, or our sound system shall be operated without prior authorization and training from a qualified staff member.
12. Good Shepherd Catholic Community has attached a further list of rules, designated as Exhibit B, which is fully incorporated into this contract. By signing this contract the User agrees to the above and any further rules listed in Exhibit B.

(If for a wedding) I have read the Marriage Preparation Guidelines and agree to all its terms.

_____ Date

Signature of User

(Printed Name)

Address

Phone #

Good Shepherd Catholic Community, 1000 Tinker Rd., Colleyville, TX 76023

Diocesan Location

Signed by Parish Representative

Date

ADDITIONAL WEDDING INFORMATION

Marriage Preparation

Parish: _____

Address _____ City, State & Zip _____

Phone _____ Completion Date _____

Florist (if applicable)

Name _____ Phone _____

Address _____ City, State & Zip _____

Bartender (if applicable)

Name _____ Phone _____

Address _____ City, State & Zip _____

Alcohol Policy

Note: All diocesan entities must adhere to this policy at all times. In addition, this policy applies to the use of parish/school facilities by outside persons and organizations and the use of outside facilities by diocesan entities.

Alcohol Policy

The use of alcohol in our society has long been a part of community celebrations. The Church should set an example of using it responsibly.

However, because of the great amount of damage being caused by the abuse of alcohol in our present society, and, because of the liability being placed on organizations that serve and sell alcohol, the following minimum regulations are binding on every parish, school and agency of the Diocese of Fort Worth at all functions which they sponsor in any way. The first four regulations below apply in all situations. The following headings state additional requirements that relate to specific type of events.

- 1. Selling alcoholic beverages** No alcoholic beverage will be sold at any function sponsored by a parish, school, or other Diocesan organization, whether the function takes place on or off church property. "Free will offerings" for alcoholic beverages at parish or school events are considered a sale and are prohibited.
- 2. Beer and Wine Only** Hard liquor and mixed drinks are prohibited. Only beer and wine may be served on Diocesan property, regardless if the event is hosted by an outside organization, private individual, or a Parish/School. Additionally, only beer and wine may be served at Parish/School or Diocesan events, regardless if the event occurs on or off Diocesan property.
- 3. Serving alcoholic beverages** Only beer and/or wine may be served at a function and heavy hors d'oeuvres or a meal must also be available at that function. Cheese and crackers are not sufficient. The following requirements must be observed:
 - A. Alcoholic beverages must be served by an adult, at least twenty-one years old; self-serve is not permitted under any circumstances.
 - B. Designated servers must be willing to refuse service when they determine a person appears to be intoxicated.
 - C. Under no circumstance can a person under the age of twenty-one consume alcohol, even when accompanied by their parents.
 - D. Where possible, and when necessary, the use of ride-sharing services such as Uber, Lyft, etc. is encouraged.
- 4. "BYOB" parties** sponsored by parishes, schools, or other Diocesan entities are not permitted.

For Fundraising Banquets or Dinners

- 5.** When serving a meal, a parish or school may serve beer or wine with the meal and may have a brief social hour before the dinner at which beer or wine is served, even when tickets are sold for the

For Parish picnics and festivals:

6. No sale of alcohol may occur. If beer or wine is available to attendees of the festival, no charge may be made for the beverages.
7. Per requirements of State Law, an entrance fee or ticket fee may not be charged to enter the event as this could constitute the sale of alcohol. Entrance fees or tickets may be charged/sold at alcohol free events.

For Small Events of Employees or Volunteers (and spouses) only:

8. A small event is defined as less than fifty (50) people in attendance.
9. Attendees may donate beer or wine to be served at the event. This is a donation to the Parish/School.
10. Beer and/or wine may be made available to the attendees as long as food is served at the event. Care must be taken that no more than 2 drinks per attendee per hour is made available. For purposes of calculating, a 750ml bottle of wine is equivalent to 5 drinks.
11. No charge may be made to attend the event or when alcohol is served.

For Catholic School Events:

12. Alcohol may not be served at any School-sponsored events while students are present. This includes events both on and off Diocesan Property.

Use of facilities by Non-Parish/School or Diocesan organizations:

13. In serving alcoholic beverages when facilities are being used by persons at a function not sponsored by a parish, school, or other Diocesan organizations (e.g., weddings, anniversaries, Quinceaneras, etc.), only beer and/or wine may be served, but only without charge at these functions, and only if food is served.
14. When Parish/School facilities are used for a function not sponsored by a parish, school, or other Diocesan organization, the renter/user will be required to sign the "Contract for Use of Facilities." See "Rental of Facility Policy" in this chapter.

GOOD SHEPHERD CATHOLIC COMMUNITY BUILDING USE PRIORITIES AND GUIDELINES

As a parish and community, we must allow and provide for many separate and diverse ministries and functions which could be meeting concurrently. Please note the following:

1. No parish owned equipment or supplies may be removed from the premises. Areas and equipment used by any group, club, organization, persons, etc. must be cleaned and stored properly after use. This includes cleaning of areas outside primary ones used, such as rest rooms, hallways, and walkways outside, if use has made them dirty. Any damage done to equipment or premises will be the financial responsibility of the user.
2. All activities must occur in the assigned room(s). All food and drinks must stay in the assigned room(s) and not be carried around the premises. Food, candy and drinks should not be placed on the floor. Loitering in the halls or around the building is forbidden. All rooms must be used for meetings only, unless a contract allowing a meal or dinner has been entered into.
3. All children must have adult supervision at all times. They will not be allowed to roam the hall, narthex, kitchen or outside areas.
4. Nothing is to be attached to the ceiling or walls. Rice, birdseed, flower petals, confetti, balloons, and bubbles may not be used either inside or outside the church building. **Candles are not permitted. Individual glass drinking containers are not permitted.** (There are no exceptions to this rule.)
5. All areas must be swept and spills must be wet mopped and cleaned up. Trash must be removed from the building at the conclusion of the activity, emptying bags from the large receptacles into the dumpster in the enclosure north of the main building by renting party.
6. All fees for usage of the facility will be paid to the church at least 30 days before the event takes place and arranged by the group reserving the space with the signing of a contract for use.
7. The narthex of the church sanctuary is part of the church itself. Hence, it is subject to the same regulations as for the church, sacristies, chapel, and indeed, all other rooms in that facility.
8. The times approved on your contract are to be adhered to. You may not assume the use of the assigned area until your designated sign up time and you must clean and vacate the area by your approved finish time.
9. The Church and its agents are not responsible for any loss or damage to personal property left unattended and/or for any injuries sustained while on the premises.
10. Written notification of cancellation of your event must be given **at least thirty (30) days** prior to the event. If notification is given less than 30 days, your deposit will not be refunded.

**** Violation of any of these items may subject you to cancellation of all future activities and non-refunding of your deposit.**

GSCC Wedding Honorariums/Stipends

Below you will find the suggested minimums for wedding honorariums/stipends at Good Shepherd Catholic Community. These should be given to the Director of Music and Liturgy at the wedding rehearsal. Please use cash and place it in separate envelopes labeled according to the role. This is to help ensure the correct people get compensation in case there are last minute changes in personnel.

You can certainly hire non-GSCC musicians to serve at your wedding. If you choose to do that, please negotiate their fee with them.

Please Note: GSCC employees are paid set wages as part of their job for working events (i.e., weddings, funerals, etc.) and any additional gifts or gratuities are voluntary and optional.

- GSCC employees are the Priest, Pianist & Director of Music & Liturgy.
- All other persons performing and/or serving in the wedding/funeral are **volunteers**

Clergy Honorariums

Deacon -\$100

Server Honorarium

Altar Server - \$25/each

Two Altar Servers will be requested if you are having a Wedding Ceremony Inside of a Mass, no Altar Servers are needed for a Wedding Ceremony Outside of Mass

Audio/Visual Server - \$75

Musician Honorarium

Cantor - \$125

Other Instrumentalist(s) requested - \$125/each

If choir members are requested - \$50/each member

*If you choose to bring in your own cantor, please know there is a \$50/hour rehearsal fee needed for the rehearsal between the GSCC pianist and visiting Cantor

One A/V Server will be requested if you would like to project the hymn and liturgical texts on our screens and/or you would like to have your wedding live-streamed to an unlisted YouTube link.