JOHN XXIII DIOCESAN CENTER

Facility Use Policy

JOHN XXIII DIOCESAN CENTER CHAPEL

John XXIII Diocesan Center Chapel is an auxiliary Chapel of the Cathedral of the Risen Christ. Its use for parochial events is under the jurisdiction of the Rector of the Cathedral of the Risen Christ. The Cathedral clergy and staff are not responsible for providing personnel for, or supervision of the activities scheduled by the offices and ministries at John XXIII Diocesan Center.

Masses, or other liturgical services, devotions, etc., for the offices and ministries supported by the John XXIII Diocesan Center or other Diocesan Ministries, are to be scheduled through the designated staff person at the Center. Priests officiating at any such events at John XXIII Diocesan Center Church must be approved by the Bishop and be in good standing.

JOHN XXIII DIOCESAN CENTER

Use of the John XXIII Diocesan Center [Center] must be scheduled through the designated staff person of the Center and approved by the Center’s moderator. In the Center moderator’s absence, the Vicar General will give the required approval.

The responsibility for opening, closing, and maintaining John XXIII Diocesan Center for events rests with the designated staff of the Center. Center or Cathedral staff may never provide their keycard to anyone else without permission of the Center’s moderator, the Vicar General, or the Rector of the Cathedral.
RULES FOR THE USE OF JOHN XXIII DIOCESAN CENTER FACILITIES

Facility Usage Requirements
 Facility users must have a Catholic Institutional affiliation. (e.g. Catholic parishioner)

All facility users must register online for a reservation.

Use of the John XXIII Diocesan Center facilities may also require general liability insurance coverage in the amount of $1,000,000.00. If liability insurance is determined to be required for an event, general liability insurance coverage may be obtained through the Diocese of Lincoln. The Third Party Special Events Coverage cost is $95.00 per event and is charged in addition to any usage fees. The fee for special events coverage is waived for Catholics in good standing at their local parish.

The following events DO NOT REQUIRE the purchase of the Third Party Special Events Coverage:

- Diocesan parish/school/institution sponsored events,
- Non-sponsored events with fewer than 40 people and in which no alcohol is served,
- Baptismal, First Communion, or Confirmation receptions in which no alcohol served, regardless of the number of people attending.

To determine whether an event meets the criteria to be sponsored or requires insurance coverage, the following questions should be asked:

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

Generally, if the answer to any of the above questions is “no”, the activity is not considered sponsored and will require evidence of general liability insurance coverage or the purchase of the Diocesan Third Party Special Events Coverage. Diocesan staff will determine whether Third Party Special Events coverage is necessary.

Reservations
 Reservations must be made in advance (up to 6 months in the future in the current year) through the John XXIII Diocesan Center office using the following link or the pages below: https://www.lincolndiocese.org/j23reserve. Reservations are on a first come, first served basis. Diocesan Offices (Category 1) have priority and can bump an outside group with reasonable and adequate notice, and with the approval of the building moderator or the vicar general.

Priority for Facility use:
1) Diocesan offices and tenants
2) Diocesan-affiliated groups, such as Scouts, Knights of Columbus, Catholic Daughters, Legion of Mary, etc.
3) Parish activities and retreats
4) Non-diocesan and non-parish activities, e.g., Baptismal, First Communion, Confirmation receptions; bridal showers, Graduations, Anniversaries, Weddings, and Wedding receptions

Usage Fees
1. No fees are required for meetings relative to diocesan offices and diocesan-affiliated groups (Categories 1 and 2). Diocesan Affiliated groups may make a donation for building use, but are not required to do so.
2. Those using the building for parish activities and retreats (Category 3) are required to pay a $250 fee per day.
3. For non-diocesan and non-parish activities (Category 4), a $200 use fee will be charged for all events 2 hours or less; additional $75 per hour. A $200.00 deposit is required.
4. Diocesan employees and building tenants may use the facility at no cost, but for no longer than 5 hours without being charged, and must abide by all building use policies. Employees must also fill out a Facility Use Application Form.

☐ Security
Minors are to be strictly supervised at all times by responsible adults. Climbing on tables and chairs or other furniture is prohibited. Horseplay is prohibited.

Those who use the building must stay in the area being reserved, except for using the restrooms. Wandering and loitering in the hallways are prohibited.

The event sponsor/coordinator is responsible for protecting the facility and all attendees at the event while they are preparing for, during, and while cleaning up after the event. All areas are to be checked for lingering people; and then the exterior doors will be locked and checked again by the sponsor/coordinator, who must be the last person to exit the building.

☐ Keys
If the key/keycard issued for the Center is lost, the cost of re-keying will be the responsibility of the sponsor/coordinator.

Under no circumstances is this key to be duplicated or given to others. The key must be returned immediately upon conclusion of the event. The key must be deposited in the slot marked at the north entrance.

☐ Kitchen Usage
The gas stove may only be used for warming purposes and only with prior permission as per the application form.

Dishes, glasses, coffee cups and silverware are available upon request.

Facility users must provide their own paper products.

☐ General Cleaning [Checklist will be provided]
The Center will provide sanitizing detergent, cleaners, and garbage can liners.

Wipe off counter tops, tables, and chairs.
Sweep and mop kitchen floor and tiled areas.
Wash any dishes, serving pieces, etc. and return to the appropriate drawer or cupboard.
Run garbage disposal.
Wipe out the stainless sinks and faucets with a dry cloth.
Clean any carpet stains and vacuum carpeted floors (vacuum is provided).
Return tables and chairs to their original locations.
Take all trash to the dumpster in the parking lot.
Replace liners in wastebaskets (liners provided).
Remove leftovers from the refrigerator.

☐ Damages
If damage occurs, the event sponsor/coordinator must notify John XXIII Diocesan Center designated staff as soon as possible.

The event sponsor/coordinator must pay for the repair of all damages and costs for necessary cleanup.

☐ Smoking/Alcohol
Smoking is not allowed in the building.

Alcoholic beverages may only be served with permission from the moderator of the Center.

Emergency Contacts

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<thead>
<tr>
<th>EMERGENCIES</th>
<th>MAINTENANCE STAFF</th>
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</thead>
<tbody>
<tr>
<td>Police, Fire, Medical Emergencies.................911</td>
<td>Bill Mines ....................... 402-473-0638</td>
</tr>
<tr>
<td>Cathedral of the Risen Christ................... 402-488-0948</td>
<td></td>
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<tr>
<td>Chancery. ......................................402-488-0921</td>
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THIRD PARTY SPECIAL EVENTS COVERAGE

Third Party Special Events Coverage is a mechanism that allows the Diocese of Lincoln and Diocesan institutions to extend liability coverage to an individual or organization using diocesan facilities for a non-parish/school/institution sponsored event for which the sponsors/users are unable to obtain a $1,000,000 general liability policy privately.

For each event, the Third Party Special Events Coverage provides $1,000,000 in liability coverage to a non-parish/school/institution sponsored facility user (lessee).

The cost of the coverage is established annually on April 1. Please contact Marsha Bartek at the Diocesan Chancery at (402) 488-0921 to obtain the current cost of the coverage.

SPECIAL EVENTS COVERAGE - FREQUENTLY ASKED QUESTIONS

Who is Eligible?

Many individuals need this coverage for events such as private wedding receptions or family reunions. Non-profit organizations such as a charity organization may need the coverage for a pancake breakfast. A for-profit organization such as a local business may need the coverage for an employee Christmas party held at a diocesan facility.

What is Covered?

Below is a brief explanation of what is covered by Third Party 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.

- Third Party Special Events Coverage covers most non-parish/school/institution sponsored activities. Common examples are wedding receptions, anniversary parties, family reunions, graduation parties, awards banquets, and fund-raisers.

- Liability coverage of $1,000,000 for bodily injury and property damage is provided for the special event user, parish/school/institution, and diocese. Please note that the $1,000,000 limit is shared by the covered parties and is "pre-event" coverage.

- Liquor liability coverage is included in the purchase of the Third Party Special Events Coverage.

What Events are NOT Covered?

- Any carnival event
- Fireworks & fireworks displays
- Events involving ‘BYOB’ (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Rap/Hip-Hop/Alternative music (non-religious bands)
• Events organized or operated by professional promoters/performers
• Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved). 
• Events where a fee or admission is charged, unless all proceeds go to charity
• Political Rallies
• Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
• Claims related to an epidemic/pandemic

Processing the Completed Application

1. One copy of the application must be given to the designated staff of the Center.

2. One copy of the application must be retained by the event sponsor/coordinator

3. The original application must be submitted to Catholic Mutual at: 10843 Old Mill Road, Omaha, NE 68154-2600 or emailed to memberservices@catholicmutual.org.

4. The application must be submitted at least 15 days prior to an activity/event or the coverage will be denied.

5. The application must be accompanied by a check or money order payable to the Catholic Bishop of Lincoln for the insurance fee, if applicable.

Any questions regarding the completion or processing of the application should be directed to Marsha Bartek at the Chancery (402) 488-0921 or Catholic Mutual Group 1-800-228-6108.

Risk management guidelines are available to assist with management of organized events. Information includes, but is not limited to, liquor liability control, security, and food handling. Please contact Marsha Bartek for further information.