



# Christ the King Catholic Church

## Parish Center/Soccer Field Usage Guidelines

### ALLOWED USE AND USERS

- We welcome parishioners to rent the Christ the King Parish Center (Gym) and Soccer Fields for activities and events.
- By nature, Christ the King Parish, School, and EEC sponsored events will be scheduled before outside events.
- The facilities may not be used for money-making projects for personal or group profit with the exception of recognized parish groups and organizations for fundraising purposes.
- Youth and children's groups must have suitable adult supervision. The active, registered parishioner must be present at all times during the event. Please do not leave children/youth unattended at any time.

### SCHEDULING

- No campus facilities will be available for use during Thanksgiving, Christmas Break, and Holy Week.
- Requests for the use of the Parish Center (Gym) and the Soccer Fields must be made by contacting the Christ the King School Office at 785-272-2220.
- Sports teams will be limited to 90 minutes per session with a maximum of two practices a week.
- Reservations can only be booked by a Christ the King Church registered parishioner (age 21 or older) who will be present and act as the responsible representative of the group requesting the use of the Parish Center/Soccer Field.
- Please notify the school office at least 24 hours before the event if you need to cancel.
- Activities and events can be reserved no more than 6 months in advance.
- Scheduling may be limited due to the use of facilities by the Parish, School, & EEC.
- Use of the facility should not occur until approved and confirmed on the schedule.
- All fees, insurance, and other applicable rules and guidelines will apply.
- Activities must conclude no later than 11:00pm (including clean-up time).
- *If you would like to reserve Yadrich Hall, St. John Paul II Room, St. John XXIII Room, etc. please contact the Parish Office at 785-273-0710 or email parishoffice@ctktopeka.org.*

### PARISH PROPERTY

- Items belonging to the parish are not for personal use outside of the facilities and may not be removed from the premises (tables/chairs, etc.)
- Please contact the Parish Office at 785-273-0710 ASAP if any items are missing or broken. If found broken or missing, those items shall be repaired or replaced at the expense of the individual or group using the facility.
- Clean up after yourselves and take your trash out to the dumpster.

***Violation of any of these guidelines shall be cause for immediate termination of use of the facilities. Christ the King Church reserves the right to refuse the use of the facilities to anyone, at anytime.***



# Christ the King Catholic Church

## Parish Center/Soccer Field Usage Guidelines

I, \_\_\_\_\_, understand that I am responsible for understanding and following the guidelines below when I am onsite at Christ the King Parish as an event leader/coordinator.

- All groups are responsible for setting up their tables and chairs if the layout is different from the original configuration.
- All groups are responsible for putting the tables and chairs back to their original location.
- If you would like a CTK staff member to set up the tables, the additional fee will be based on availability & number of chairs and tables needed.
- Items in Yadrich Hall kitchen (cups, plates, plastic utensils, etc.) are not for use. Please bring your own cups, plates, plastic utensils, etc.
- I will take out all trash, including the bathroom, to the trash dumpster outside the Parish Center Kitchen back door.
- I will leave the facility clean when finished with the event, including the bathroom.
- Activities must conclude and the facility must be cleaned and vacated by no later than 11:00pm or immediately following the event.
- The active, registered parishioner must call the Parish Office as soon as possible concerning the breakage of items or any missing items. Those items shall be repaired or replaced at the expense of the individual or group using the facility as soon as possible.
- I am responsible for the safety of others attending the event.
- Youth and children's groups must have suitable adult supervision. The active, registered parishioner must be present at all times. At no time and under no circumstances shall children/youth be left unattended, either when they are waiting for someone to let them in the building or when they are waiting for someone to pick them up following the event/activity.
- Facilities may not be rented for money-making projects for personal or group profit with the exception of recognized parish groups and organizations for fundraising purposes.
- Facilities will not be available for use during Christmas Break and Holy Week.
- We consider this facility to be for God's work in the community and we expect everyone to use it accordingly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Christ the King Catholic Church

## Parish Center/Soccer Field Usage Insurance

### SPECIAL EVENTS COVERAGE

- If your event is not a Parish, School, or EEC sponsored event, you will need to provide insurance which includes the following as additional insured:
  - Archdiocese of Kansas City in Kansas
  - Christ the King Church
- There are two options to obtain Special Events Coverage.
  - **OPTION 1: Through your own insurance company**
    - ***Complete the Facility Usage/Indemnity Agreement Form***
    - ***Attach a Certificate of Liability Insurance page*** that is obtained from your own personal liability insurance policy.
    - Include the following requirements on the Certificate of Liability Insurance page:
      - General Liability Coverage Limit Per Each Occurrence needs to be \$1,000,000.
      - The Archdiocese of Kansas City in Kansas AND Christ the King Church need to be listed as additional insured.
      - The date of the event needs to be within the Policy Effective Date and the Policy Expiration Date.
      - This form needs to be typed (not handwritten) by the Insurance Agent.
  - **OPTION 2: Apply for insurance coverage through the Archdiocese for \$95**
    - Special Events coverage can be purchased which will cover the individual or organization holding the activity, the parish, and the diocese.
    - **Complete the “Application for Special Events Coverage” page**
      - All blanks and boxes on the application need to be completely filled in for processing of the application to be completed in a timely manner.
      - A delay in the process may occur if there is information missing.
    - **Submit a \$95 check made payable to the “Archdiocese of Kansas City in Kansas.”**
    - Once both the check and application are received, these will be mailed by our office to the Archdiocese for processing. These need to be turned in at least 25 days before the event, so our offices have enough time to process.
    - ***Catholic Mutual will need to receive this application at least 15 days prior to the event. Applications cannot be submitted more than 6 months in advance.***



# Christ the King Catholic Church

## Parish Center/Soccer Field Usage Fees

### FEES

- All fees, insurance, and other applicable guidelines will apply to any use of the Parish Center (Gym) and Soccer Field that is not Parish, School, or EEC sponsored.
- **Make check payable to Christ the King Church.**

Facility	Fee
Parish Center (Full Gym)	\$50/hr.
Parish Center (North Gym)	\$30/hr. \$45/1.5 hrs.
Parish Center (South Gym)	\$30/hr. \$45/1.5 hrs.
Soccer Field	\$30/hr. \$45/ 1.5 hrs. \$100 per season



# Christ the King Catholic Church Parish Center/Soccer Field Usage Application

## GENERAL INFORMATION

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

CTK Registered Parishioner: Yes  No

**Reason for wanting to reserve the Parish Center (Gym) or Soccer Field:**

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## SPECIAL EVENTS COVERAGE

(if not a parish-sponsored event, please select **ONE** of the following:

- Personal Liability Insurance**
  - will need to get from your insurance agent
  - Complete the Facility Usage/Indemnity Agreement
  - More info can be found on the Parish Center/Soccer Field Usage Insurance page of this packet
- Catholic Mutual through Archdiocese of Kansas City in Kansas**
  - Complete the Application for Special Events Coverage
  - Submit \$95 check
  - *This option needs to be given to our office 25 days prior to event*

## DATE/TIME

Requested Date \_\_\_\_\_ Alternate Date \_\_\_\_\_

Requested Time \_\_\_\_\_ Alternate Time \_\_\_\_\_

## HOW OFTEN

- Weekly
- 2x week
- Monthly
- One Time
- Other \_\_\_\_\_

## LOCATION

- Parish Center (Full Gym)
- Parish Center (North Gym)
- Parish Center (South Gym)
- Soccer Field

## EQUIPMENT NEEDS

**Tables:** Yes  No

8 ft. tables # \_\_\_\_\_

6 ft. tables # \_\_\_\_\_

**Chairs:** Yes  No

# \_\_\_\_\_

**Other**

\_\_\_\_\_



# Christ the King Catholic Church Parish Center/Soccer Field Usage Application

## SIGNATURE

By my signature hereto, as the responsible person identified in this application, I acknowledge and agree as follows:

- I have fully read and understand the Facility Use Rules and agree that my group and I, including any invitees, will abide by them and be bound by them.
- Release – In consideration of the acceptance of this agreement, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages I may have against Christ the King Catholic Church and the Archdiocese of Kansas City in Kansas, or its representatives and/or assignees, for any and all damages which may be sustained and suffered by me and/or any guests in connection with this event and which may arise out of traveling to, during, or returning from this event.

**Registered Parishioner Signature** \_\_\_\_\_

## ALCOHOL SECURITY DEPOSIT

Is alcohol being served? Yes  No

If yes, there is a \$300 security deposit. Please read and sign the following agreement for the distribution and consumption of alcoholic beverages on the property of Christ the King Catholic Church.

1. All laws of the state of Kansas and the city of Topeka will be observed in the distribution of and consumption of alcoholic beverages on these premises.
2. When arrangements are made to use the facility for a function where alcoholic beverages are to be consumed, the responsible party must read the laws mentioned in number one (1) above, and sign that these laws are understood and will be strictly adhered to.

I, \_\_\_\_\_, as a representative of \_\_\_\_\_, do hereby state that I will strictly adhere to the above in the use of Christ the King Catholic Church's Parish Center (Gym) or Soccer Fields on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Responsible Party:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Release:** In consideration of the acceptance of this agreement, I the undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages I may have against Christ the King Catholic Church and the Archdiocese of Kansas City of Kansas, or its representatives and/or assignees, for any and all damages which may be sustained and suffered by me and/or any guests in connection with this event and which may arise out of traveling to, during, or returning from this event. I also agree to leave the Church by 11pm.

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## OFFICE USE ONLY

Rental Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Insurance: Catholic Mutual \_\_\_\_\_ Personal \_\_\_\_\_  
Security Deposit: \$300 Check # \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_