

EVENT PLANNING GUIDELINES & POLICIES

Revised 8/18/25

General Guidelines

Christ the King Catholic Church facilities will be made available for parish, school, athletic, and private parishioner events that are consistent with the mission and values of Christ the King Catholic Church as listed below.

Mission Statement. We, the people of Christ the King Parish, called to faith and salvation in Jesus Christ, strive to live the gospel by:

- Worshipping God in word and sacrament.
- Growing in and sharing our faith.
- Participating in lifelong Catholic Christian education.
- Serving human and spiritual needs.

Qualification and Prioritization Order for Use of the Facilities

1. Liturgical/Sacramental Events
2. Educational/School Events
3. Faith Formation & Youth Ministry Events
4. Athletic Ministry Events
5. Parishioner/employee Private Events

Contact Information

• Parish Office Hours: Monday through Thursday 9:00 am to 4:00 pm, Friday 9:00 am to 3:00 pm. In July the office is open until 3:00 pm Monday through Thursday, and until 2:00 pm on Friday. Parish Office phone # (317) 255-3666. Note: staff hours may differ slightly than Parish office hours.

Jennifer Priser..... Business Manager
Brandi Pahl..... Communication & Marketing Manager
Dave Thompson..... Director of Maintenance
Parish Staff emails..... first initial of first name + last name@ctk-indy.org

Event Preparation: Availability, Scheduling, Marketing & Insurance

Availability

- Events/meetings can be scheduled between 7:00 am - 10:00 pm. Any clean-up by the event organizers must be complete by 11:00 pm.
- No events will be scheduled during Mass on any Holy Day.

Scheduling

- Contact the Communication & Marketing Manager to schedule an event.
- Recurring Meetings with no change of schedule will automatically be added to the calendar. To request a change in the recurring meeting schedule contact the Communication & Marketing Manager.
 - If possible any event request should be made before April 30th, before the yearly Parish/School planning meeting in which the schedule for the Calendar/Fiscal year (July 1 - June 30) is set.

- All requests made before April 30 for the new Calendar/Fiscal year are considered tentative until after the Parish/School planning meeting. Should a change be required for a requested event, the organizers will be contacted.

Marketing

- Contact the Communication & Marketing Manager if assistance is needed in marketing the event. A Bulletin, Mass, School or Parish email announcement, Parish or yard signage, as well as Facebook, Instagram and church website are possible ways to market an event that can be explored with the Communication & Marketing Manager.
- The use of any websites, website addresses, or social media pages to promote an event must be approved by the Communication & Marketing Manager and Business Manager.

Insurance

- Non-Parish/School Events (such as birthday and gym parties) are required by the Archdiocese of Indianapolis to have a minimum of \$1,000,000 Certificate of Liability Coverage. Insurance policy must be current and cover the time frame of the event. "Special Events Insurance" can be purchased through the Archdiocese Tenant User Liability Insurance Program (TULIP) <https://archindy.org/insurance/special.html>.
- Church sponsored event. Although purchasing additional insurance is not required, it may be warranted in some situations for large events. For guidance contact the Archdiocese Office of Risk Management, (317) 236-1558.

Facilities Usage – All Events

Vendors

- Contact the Business Manager if working with outside vendors. Preferred vendor list, tax exemption implication/forms pertaining to donations/purchases and other information can be discussed.
- You must receive approval from the Business Manager prior to entering into a contract with an outside vendor.
- A copy of all signed contracts must be submitted to the Business Manager at least one month in advance for a signature from the Business Manager or Pastor. Volunteers or other Staff should not sign contracts.
- Each vendor must have and present a General Liability Policy with minimum limits of \$1,000,000 for personal injury liability, \$100,000 for property damage and Worker Compensation Insurance policy meeting statutory limits.

Alcohol

- Alcohol will be allowed at specific, church sponsored events. As a parish community, we are committed to the responsible use of alcohol in accordance with the values set forth in our mission. This includes using alcohol in moderation to model appropriate use of alcohol to our children, respecting the diverse view of our parishioners towards alcohol, and protecting the parish from legal liability.
- Alcohol is not permitted at any event whose focus is on children and all athletic events (CYO or non-CYO).
- If alcohol is served, food and non-alcoholic beverages must be available at the event.
- The bar area must be away from all children's areas.
- Only event organizers and/or vendors may bring alcohol for event consumption.
- An alcoholic beverage that is part of a prize must be sealed and not consumed at the event.

General Usage Rules

- The space provided for your event must be respected and left in the manner in which it was found.
- Your reservation is for a specific room(s). Please do not use any other room unless you have a reservation for that room.
- The key code can be obtained from the Communication & Marketing Manager, the Parish Receptionist or any parish office personnel. We will provide you with the code one at least a week prior to your event.
- The Reservation Group Contact is responsible for the keys, the oversight of the space, making sure clean-up is complete, locking up and returning the keys as well as the complete cleanup checklist (Appendix VI) to the key box.

Kitchen Specifics

- Advance arrangements must be made to use the ovens, warmers, refrigerator and freezer.
- Do not use items stored in the kitchen. Bring anything that you need to prepare and serve food or drink at your event.
- The kitchen should be cleaned after use. Do not leave any paper goods or plastic ware, or anything brought into the kitchen, including food in the refrigerator or freezer.

Set-up Requests

- Communicate any set up needs (tables, chairs, AV equipment, podium, etc.) with the Director of Maintenance at least 2 weeks prior to the event.
- Maintenance Staff will normally set-up and tear-down tables and chairs in Tuohy Hall, and will set up tables and chairs as needed in the St. Joseph, Sweeney and Parish Faith Formation room. Groups may need to assist with tables and chair tear-down as needed.
- The group is responsible for decorating and any additional items brought into the space.

Clean-up Requirements

- There will be a mop bucket with clean water in the kitchen before all Tuohy Hall events. Please mop up any spills in Tuohy Hall as they happen.
- Clean up anything spilled on the carpet in the meeting rooms, then notify the Director of Maintenance of the location of the spill after the event.
- All trash in the meeting rooms should be placed in the trash cans.
- All trash in Tuohy Hall should be taken from the trash cans and placed in the trash dumpster in the parking lot. There is a dumpster key on the Tuohy Hall key ring.
- Tuohy Hall & Kitchen (if used) floor must be swept and mopped.

Emergency

- Call 911 for emergencies, fire, injuries or medical issues.
- Contact the Director of Maintenance for Electrical, Water, HVAC or plumbing problems.

Security

- No doors are to be propped open.
- Gym equipment is not to be used without prior approval.

Events Involving Children

- Children are to be supervised at all times. If in Tuohy hall, keep children off the stage.
- An adult 18 years or older who is current with the Safe Parish program must be present.

- Contact the Business Manager (also Safe Parish coordinator) at least two weeks prior to the event with the name of the Safe Parish volunteer, so their standing in the Safe Parish program can be verified.

Facilities Usage and Requirements for Specific Event Types

The facility usage and requirements may vary depending on the event type. Events are divided into four categories.

- Small church sponsored event: church sponsored event that does not fall under the following two church sponsored categories.
- Church sponsored non-CYO sporting events.
- Special Church sponsored events: events with over 100 attendees, events in which alcohol is sold and/or gaming is involved.
- Private events.

Small Church Sponsored Small Events.

Request form for Small Church Sponsored Small Events; see Appendix I.

Church Sponsored non-CYO Sporting Events

A waiver release and indemnification agreement must be signed by all adult participants or in case of a minor participating, their legal guardian and turned into the parish office prior to the event. See Appendix II. for request form for Church Sponsored non-CYO Sporting Events and Appendix III. for waiver forms.

Special Church Sponsored Special Events

See Appendix IV. for request form for Special Church Sponsored Events.

Alcohol

- Obtain a temporary permit for the serving of beer and wine only and have licensed servers and bartenders to serve at the temporary event, or have a licensed alcoholic beverage caterer for the serving of beer and wine.
- Have at least one server participating in the event that has completed the Indiana State Excise Police sponsored server training program.
- Comply with all State laws on serving alcohol.
- For events where alcohol is dispensed and the public is invited, or over 100 attendees, security in the form of a uniformed public officer is required.

Gaming

- Bingo, guessing games, pull tab and raffles are examples of Gaming that is regulated by the State. A summary of the Indiana Laws covering Charity Gaming can be found at [Charity Gaming Basics](#).
- Contact the Business manager at least 8 weeks prior to the event if Gaming is to be a part of the event. Charity Gaming requires special licensing, internal controls and accounting procedures that the organizers will have to review with the Business Manager and comply with.

Private events

Christ the King parishioners as well as church and school employees can rent Tuohy Hall, the Sweeney Conference Room, or the St. Joseph Room for personal events if the space is available and there is ample set-up and clean-up time before or after any parish events. Private events, involving alcohol, gaming, sports or over 100 attendees are not

permitted. Parishioners and employees cannot rent the facilities for a non-parishioner. See Appendix V. for request form for private event rental.

Rental Rates:

Tuohy Hall

- \$50.00 per hour for “gym” parties without food, tables, or decorations.
- \$50.00 per hour plus a \$75 set-up/clean-up fee for “gym” parties with food and less than or equal to 5 tables.
- \$75.00 per hour plus \$150 set-up/clean-up fee for larger events with food, tables and decorations.
- The hourly rate will be waived for employees, but set-up and clean-up fees still apply. Insurance is also required.

Sweeney Conference Room, or the St. Joseph Room

- \$60.00 per hour

Exceptions to the Event Guidelines and Policies

- Exceptions to the guidelines and policies not mandated by the Indianapolis Archdiocese or Indiana State law within this document can be made at the discretion of the Christ the King Pastor.

Appendix I. Request for "Small" Church Sponsored Events at Christ the King

Event Name _____

Event Parish Ministry/School affiliation _____

Organizers Name _____

Phone Number _____ Email _____

Date of Event _____

Start & End Time of Event _____

Set-up Time Start and Clean-up Time End _____

Each Group is responsible for their own set-up and clean-up. If tables, chairs, Av equipment, podium, etc. are needed, please submit your request to the Maintenance Manager at least 2 weeks before the Event.

Facilities that could meet event needs::

Church _____ Chapel _____ Tuohy Hall _____ Kitchen _____

St. Joseph Room _____ Sweeney Conference Room _____ Parking lot _____

Parish Office Conference Room _____ Sweeney Conference Room _____

Youth Center _____ Cafeteria _____ Other _____

Will alcohol be available at the event: Yes No

Will children be present at the event: Yes No

If children present, name of the Safe Parish volunteer at the event

Signature of Event Representative _____ Date _____

Approval _____ Date _____

Appendix II. Request for “non-CYO” Church Sponsored Sporting Events at Christ the King

Event Name _____

Event Parish Ministry/School affiliation _____

Organizers Name _____

Phone Number _____ Email _____

Date of Event _____

Start & End Time of Event _____

Set-up Time Start and Clean-up Time End _____

Each Group is responsible for their own set-up and clean-up. If tables, chairs, Av equipment, podium, etc. are needed, please submit your request to the Maintenance Manager at least 2 weeks before the Event.

Facilities that could meet event needs:

Tuohy Hall _____ Parking lot _____ Cafeteria _____ Other _____

Will children be present at the event: Yes No

If children present, name of the Safe Parish volunteer at the even(s)

Has a list of participants and waivers been turned in the Parish Office. Yes No

Signature of Event Representative _____ Date _____

Approval _____ Date _____

Appendix III. Waiver Release and Indemnification Agreement

I am or my minor child is expected to be a participant with _____
(Event Sponsor). I hereby agree and consent to participate in the following activities:
_____. (“Activity”).

I understand and acknowledge that the Activity is provided by Event Sponsor. I further understand and acknowledge that the Roman Catholic Archdiocese (“Archdiocese”) and Christ the King Parish (Parish) are not participants, providers, endorsers or sponsors of the Activity or of Event Sponsor. I further understand and acknowledge that Event Sponsor is providing all equipment, planning, services and arrangements for the Activity and the Archdiocese and Parish accepts no responsibility whatsoever for the equipment, planning, services and arrangements offered or provided by Event Sponsor. My participation in the Activity is wholly voluntary. I understand that the Activity may include physical activity which may involve risk or danger, including but not limited to personal injury, accidents, uneven flooring, uneven fields, steps or walkways, slip and fall hazards, extreme weather conditions, fire, or third- party criminal or negligent acts such as theft, abuse or violent attack. I understand that such risks could cause me or my minor child serious personal injury, including death, or damage to personal property. In consideration of being allowed to participate in the Activity, I hereby agree as follows:

1. I, individually, and on behalf of myself, child, family, my heirs, successors, assigns and personal representatives, hereby release, discharge, agree not to sue, and agree to indemnify and hold harmless Archdiocese and Parish, its employees, agents, officers, and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to myself or my child or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys’ fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Activity.

2. Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in Indianapolis before one arbitrator, selected by the Archdiocese. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures pursuant to JAMS’ Streamlined Arbitration Rules and Procedures. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

3. I agree that if any portion of this Agreement is held invalid, the balance hereof shall, Notwithstanding, continue in full legal force and effect. IN SIGNING THIS DOCUMENT, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS ENTIRE DOCUMENT, THAT I UNDERSTAND ITS TERMS, AND THAT I HAVE SIGNED IT KNOWINGLY AND VOLUNTARILY.

Signature of participant Name of participant (printed)

Date

Signature of legal guardian Name of legal guardian (printed). Date (if participant is under 18)

Appendix IV. Request for "Special" Church Sponsored Events at Christ the King

Event Name _____

Event Parish Ministry/School affiliation _____

Organizers Name _____

Phone Number _____ Email _____

Date of Event _____

Start & End Time of Event _____

Set-up Time Start and Clean-up Time End _____

Facilities that could meet event needs:

Church _____ Tuohy Hall _____ Kitchen _____ Cafeteria _____

Parking lot _____ Other _____

Will alcohol be available at the event: Yes No

If yes, uniform officer at event _____

Server who has completed the Indiana State Excised Police sponsored server training program _____

Will the event be working with Vendors: Yes No

If yes, vendor insurance information _____

Will gaming be part of the event: Yes No

Has a representative meet with the Business Manager to go over gaming procedures for the event. Yes No

Signature of Event Representative _____ Date _____

Approval _____ Date _____

Appendix V. Request for Private Rental at Christ the King

Parishioner/Employee renter _____
Phone Number _____ Email _____

Purpose for rental _____

Date of Event _____
Start & End Time of Event _____
Set-up Time Start and Clean-up Time End _____

Facilities that could meet event needs::
Tuohy Hall _____ St. Joseph Room _____ Sweeney Conference Room _____

Will the kitchen be used? Yes No

Will children be present at the event: Yes No
If children present, name of the Safe Parish volunteer at the event

Insurance information for rental _____

Any special setup needs: Yes No
If yes, was request made know Maintenance Manager Yes No

Will event have food and decorations Yes No

Number of tables requested _____

Rental Fee _____

Clean up Fee _____

Total Fee _____

Signature of Event Representative _____
Date _____

Approval _____ Date _____

Appendix VI. Post Event Checklist

The facility must be checked before the event representative departs to determine cleanliness and/or damage.

Event Representative _____

___ Tables and chairs wiped down.

___ Trash in the trash cans. If in Tuohy Hall, trash bags are taken out and put in the dumpster. Floors swept or mopped.

___ Using the kitchen

___ All items are washed, dried, and put away.

___ Warming cabinets turned off.

___ All food out of the refrigerator and freezer.

___ All lights turned off.

___ Door(s) locked.

Are any repairs needed? _____

General comments/questions _____

Signature of Event
Representative _____ Date _____