



Saint Joseph's Seminary

Dunwoodie

201 Seminary Avenue • Yonkers, New York 10704-1852

(914) 968-6200

Office of the Rector

"Do not neglect hospitality, for through it some have unknowingly entertained angels."
(Hebrews 13:2)

Thank you for considering the campus of St. Joseph's Seminary in Yonkers as the location for your event. We wish to serve you and your group during your time with us. All requests will be considered in light of the mission of the seminary (cf. Mission Statement).

We ask you to complete this form for use of any portion of the Yonkers campus of St. Joseph's Seminary. Please note that your request is tentative until it is approved by the rector. At that time you will receive written confirmation from the coordinator of outside activities.

All events are reviewed and considered in light of the primary mission of the seminary, i.e. the formation of candidates for the priesthood. The seminary also serves the Church through its graduate theological and philosophical degree programs.

Thank you.

Msgr. Peter I. Vaccari
Rector

Facility Request Information Sheet (As of June 3, 2016)

In consideration of the submission of a request for the use of a portion of the seminary, please note the following:

- The campus is not available on Sundays when classes are in session and during the month of August.
- The campus is available for limited use during the month of July.
- Alternative rain dates are only available in the month of June.
- The Cardinal Spellman Recreational Center, athletic fields, classrooms, and meeting rooms are available for limited use when classes are in session.

To allow time to secure approvals needed and coordinate set-up requirements, the Facility Request Form should be submitted at least fifteen (15) business days in advance. You are welcome to schedule an appointment to visit St. Joseph's Seminary. For more information, please contact the Coordinator of Outside Activities at (914) 367- 8201 or via email at SJS.Events@archny.org.

Food Service (Pages 8-12)

Catering is provided only by FLIK Hospitality Group, Saint Joseph's Seminary's contracted food service. The delivery of any food by another catering company is prohibited on this campus. No open flames are permitted inside any of the buildings on campus, unless ABM or FLIK staff is present. When seminarian classes are not in session, additional labor and kitchen fees may apply.

Safety and Security

Facility Users are required to have adequate security if deemed necessary by the Director of Buildings and Grounds. If the group does not have the ability to obtain security, the Director of Buildings and Grounds will contract out security services at applicable rates. The Director of Buildings and Grounds will determine the number of officers needed for the event.

Emergency Weather Hotline

Please check www.dunwoodie.edu or call the hotline number, (914) 968-6200, ext. 88888#, for updates during weather emergencies or other urgent situations.

Rooms/Locations and Equipment (Pages 3-6)

- Wi-Fi is standard in most rooms and locations on campus.
- Please contact the Coordinator of Outside Activities for codes to access the internet in advance prior to your function.
- We can provide a projector and screen for presentations in the Prayer Hall only. You must bring your own laptop(s).
- For all other locations, you must bring your equipment (projector, laptop, adaptors, and cables).
- The gymnasium is restricted to basketball, volleyball, and catered functions.
- The seminary is not responsible to provide technical assistance.
- You either have to rent or bring your own audio visual equipment for the gymnasium in the Cardinal Spellman Recreational Center, Cathedral Prep Dining Room, and Refectory.

Insurance and Facility Indemnity Agreement (Pages 13-15)

The Facility Usage/Indemnity Agreement must be used when non-sponsored or non-affiliated groups use St. Joseph Seminary-Dunwoodie on a short-term basis.

Please Note: This form is for informational purposes only and does not represent any agreement that St. Joseph's Seminary may enter into with a user. For more information, please contact the Coordinator of Outside Activities at (914) 367- 8201 or via email at SJS.Events@archny.org.



SAINT JOSEPH'S SEMINARY

201 SEMINARY AVENUE

YONKERS, NY 10704

Internal Use Only:

Event/Proposal #:

Rector's Initials/Approval Date:

Coordinator of Outside

Activities's Initials:

FACILITY REQUEST FORM

*** Required Fields * Please submit copies of promotional flyers and programs for your function to the Coordinator of Outside Activities.**

*Date Form submitted:

*Title of Event:

*Purpose or Theme of Event:

*Date of Event(s):

*Alternative Date(s):

*Organization Name:

*Supervisor of Event:

*Supervisor Contact Information:

*Organization Address:

*Billing Address (if different from above):

Attn:

* Estimated Attendance:

*Age Group:

*Is this Event Co-Sponsored? Yes ☐ No ☐ If Yes, by Whom:

*Do you intend to issue a press release?

Yes

☐

No

☐

Maybe

☐

*Is the media going to attend:

Yes

☐

No

☐

Maybe

☐

*What means will be used to advertise event?

Newspapers:

Websites:

(please specify all that applies)

Social Media:

Other:

*Program open to:

☐

Registrants

☐

Seminarians/Faculty/Staff

☐

Public

☐

Members

☐

N/A

ROOMS/LOCATIONS AND EQUIPMENT 	Internal Use Only: Event/Proposal #: _____ Coordinator of Outside _____ Activities Initials: _____
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*** Set-up Time:**
 Earliest Set-up: 8:00am

***Door Opens:**

*** Event Start Time:**
 Earliest Start Time: 8:30am

*** Break-down Time:**
 Latest Break-down: 9:30pm

***Door Closes:**

*** Event End Time:**
 Latest End Time 9:00pm

☐ Main Chapel Fixed Stall Seating: 174 Seating Capacity with extra chairs: 265 (See enclosed pages 6 & 7 for Liturgical Information Sheet and Music Policy)	☐ Prayer Hall Seating Capacity: 280 auditorium style Daily Fees: Half Day \$95.00 Full Day \$140.00
☐ Deacon Chapel Seating Capacity: 60	☐ Barrett Room Seating Capacity: 20-25 Daily Fee: \$90.00
☐ Meeting Room North Seating Capacity: 40 Daily Fee: \$90.00	☐ Seminar Room Seating Capacity: 20-25 Daily Fee: \$90.00
☐ Large Philosophy Seating Capacity: 35 Daily Fee: \$90.00	☐ Conference Room Seating Capacity: 65 Daily Fee: \$90.00
☐ Msgr. William Smith Classroom Seating Capacity: 35 Daily Fee: \$90.00	☐ Cathedral Prep Dining Room Seating Capacity: 95 Daily Fee: \$90.00
☐ Refectory Seating Capacity (current arrangement): 208 Seating Capacity with extra chairs: 270 Daily Fees for Conferences: Half Day: \$200.00 Full Day: \$400.00	☐ Large Theology Seating Capacity: 70 Daily Fee: \$90.00

ROOMS/LOCATIONS AND EQUIPMENT CONTINUED ON FOLLOWING PAGE

ROOMS/LOCATIONS AND EQUIPMENT 	Internal Use Only: Event/Proposal #: _____
	Coordinator of Outside _____
	Activities Initials: _____

☐ Cardinal Spellman Recreational Center Seating Capacity: 1000 With Chairs only: 500/With bleachers: 500 Daily Fees for use of the gymnasium: Half Day: \$250.00 Full Day: \$500.00 For catered events (includes labor): \$650.00	Grounds ☐ Athletic Fields ☐ Picnic Area Daily Fee: \$400.00
☐ Cloister Daily Fee: To be determined	

Microphone(s): *please specify total number of microphones per location(s)	Wireless Lavalier Handheld Microphone at podium	Total Number of Tables/Chairs (please specify location(s):
Location(s) of Microphone(s): 		

For Prayer Hall

Screen / Power-Projector

(Epson EX3200) (Fee: \$55.00):

Yes

☐

No

☐
☐

Comments/Special needs/Event Layout and Design (please submit drawings/images):

ROOMS/LOCATIONS AND EQUIPMENT _____	Internal Use Only:
	Event/Proposal #: _____ Coordinator of Outside Activities Initials: _____

Hourly Overtime Pay scale range per ABM staff:

- Time and a Half (Saturdays/After regular hours of operation): \$28.00 - \$30.00
- Double Time (Holidays/Sundays): \$37.00 - \$40.00
- Visitors may be responsible for set up/cleanup of activity area.
- Additional costs may be applied if ABM maintenance/custodial staff provide any services.

For Internal Use:		Director of Buildings & Grounds Initials: _____
ABM Staff presence required (Yes or No): _____	\$ _____	
_____ # _____		
Labor: _____	Set-up: _____	Subtotal: \$ _____
Break-down: _____		Total: \$ _____
Manager presence required: _____	\$ _____	
Equipment for Prayer Hall: _____	\$ _____	
Security Guards: _____ # _____	\$ _____	

For Internal Use:	Subtotal: \$ _____
Coordinator of Outside Activities Initials: _____	Rooms/Locations Usage Total: \$ _____

LITURGICAL INFORMATION FOR OUTSIDE GROUPS	Internal Use Only:
	Event/Proposal #: _____
	Coordinator of Outside Activities Initials: _____

We are pleased that you have come to celebrate Mass in our beautiful and historic chapel. The following information will be of use to you as you prepare for the celebration of Mass at Dunwoodie.

- Two (2) weeks before the date of your event, please submit the following information to the Coordinator of Outside Activities.

a. # of non-Concelebrating Guests at Mass:	
b. # of Concelebrants:	
c. Name of Celebrant:	
d. Name of Deacon, if applicable:	
e. Organist/ Cantor, if applicable: See Liturgical Music Policy on next page	
f. Liturgical day or feast being celebrated:	

- Please know that the following items will be prepared for your group:
 - On the credence table in the sanctuary:
 - Celebrant's chalice with purificator
 - Paten with hosts for celebrant and concelebrants
 - One corporal and pall
 - Chalice Veil and tabernacle key
 - Cruets of water and wine
 - Finger bowl and towel
 - Ciboria will be present according to the anticipated number of guests
 - In the sacristy:
 - Vestment for celebrant
 - Vestments for the indicated number of concelebrants
- Guests are responsible for placing out the Roman Missal and Lectionary. These are located in the Main Sacristy.
- Guests are asked to light the candles on the main altar only. A lighter can be found next to the sink in the Main Sacristy.
- Lights and microphones will be turned on 30 minutes before the scheduled Mass.
- A guest master will be at the receptionist desk to assist with any last minute items.
- Any additional liturgical requests must receive the approval of the Seminary's Director of Liturgy, Fr. Ernest. Fr. Ernest can be contacted via e-mail at mernest@archny.org
- Groups (including tours) are prohibited from entering the sacristy, except in preparation for Mass, and unless authorization is provided by the Director of Liturgy.

LITURGICAL MUSIC POLICY	Internal Use Only: Event/Proposal #: _____ Coordinator of Outside Activities Initials: _____
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Dr. Jennifer Donelson is the Director of Sacred Music at St. Joseph's Seminary and is happy to assist you in planning music for the liturgy. All music services must be contracted with the DOSM directly. She can be contacted at jdonelson@dunwoodie.edu or by calling the seminary at (914) 968-6200 x 8212.

- The Director of Sacred Music (DOSM) has first priority as organist and cantor for a Mass. The per-service fee is \$175 for the DOSM to serve as organist and cantor. If the music requires additional musicians, the DOSM's services as an organist alone are \$125 or \$100 as cantor. Additional rehearsals beyond a brief rehearsal before the Mass are \$75. If the DOSM is unable to serve as organist and/or cantor for the Mass, an outside musician or seminarian may be employed pending approval by the DOSM.
- Outside groups may elect to have the DOSM select antiphons, hymns and Mass settings, or they may suggest the selections themselves. All music must be approved by the DOSM.

FOOD BY FLIK HOSPITALITY GROUP 	Internal Use Only: Event/Proposal #: _____ Coordinator of Outside Activities Initials: _____
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Catering:	Breakfast	☐	Lunch	☐	Dinner	☐
	Snacks	☐	Linens	☐	China	☐
	Buffet	☐	Napkins (Cloth or paper)	☐	Plastic	☐
	Location(s)/ Time (s) of Food Service Request:		Reception	☐	Sit-Down	☐

*It is the responsibility of the Facility User to provide decorations and signage for seating arrangements and tables.

Comments/Special Needs:

For Internal Use: (Fees are subject to change/Estimate only)		Chef Manager Initials: _____ Subtotal: \$ _____ Total: \$ _____
Labor (if applicable):	\$ _____	
Menu:	\$ _____	
Kitchen Costs:	\$ _____	
Wait Staff (if applicable):	\$ _____	
Rentals (if applicable):	\$ _____	
Delivery Fee (If necessary to another location on campus):	\$ _____	

CATERING SERVICES AT SAINT JOSEPH'S SEMINARY

Ordering

Every effort will be made to accommodate last minute orders. To ensure availability and secure delivery times we encourage you to place catering orders in advance of the event. We will try our best to accommodate last minute orders.

Special Events orders must be placed a week in advance.

Delivery and Service Fee

All events are subject to kitchen labor, wait staff and rental fees if applicable. Please check with Coordinator of Outside Activities on these charges. Rental fees are charges for items needed for your event. Deliveries taken to other buildings on the grounds are subject to a \$30 delivery charge.

Leftover Food

Leftover food and beverages are the property of St. Joseph's Seminary and are not allowed to leave the premises. This is in accordance to Food Safety Guide Lines.

Cancellation Policy

Standard orders cancelled with at least 48 hours notice will not be charged. If less than 48 hours is given they are subject to be charged a fee

Special Events orders cancelled prior to 4 days will not be charged. If less than 4 day notice is given they are subject to be charged a fee. All Special Event head counts must be received 7 days prior to event.

Alcohol Guidelines

Wine and beer may be served on campus provided that the functions/events complies with all of St. Joseph's Seminary policies and state laws. For more information please contact the Coordinator of Outside Activities.

REFECTORY OFFERINGS

BREAKFAST/BRUNCH

☐ **Continental Breakfast 5.00 pp**
Selection of Morning Pastries, Fresh Brewed Coffee and Decaffeinated Coffee, Tea Service and Bottle Water

☐ **Refectory Breakfast 11.00 pp**
Scramble Eggs, French Toast with Syrup, Sausage Patties, Home Fries, Full Continental Bar to include Pastries, Hot and Cold Cereal, Fresh Brewed Coffee, Tea and Assorted Juices

☐ **Brunch 13.00 pp**
Scramble Eggs, Sausage Patties, French Toast with Syrup, Penne Pasta Primavera, Chef's Entrée Special, Home Fries, Fruit Salad, Tossed Salad, Assorted Pastries and Fresh Brewed Coffee, Tea Service and Assorted Juices

LUNCH/DINNER

☐ **Refectory Lunch 11.00 pp**
Deli Wedge, Chef's Hot Lunch of the Day, Soup of the Day, Seasonal Salad Bar, Assorted Hot and Cold Beverages and Desert of the Day

☐ **Conference Sandwiches 11.00 pp**
An Assortment of Deli Sandwiches on Assorted Breads, Salad of the Day, Tossed Salad, Accompanied by Chips, Fresh Baked Cookies and Cold Beverage Service

☐ **Refectory Dinner 13.00 pp**
Chef's Hot Entrée Selection of the Day, Seasonal Salad Bar, Assorted Hot and Cold Beverages and Desert of the Day

The BBQ

☐ **Outside BBQ 15.00 pp**
Hamburgers, Hotdogs, Veggie Burgers, Baked Beans, Corn on the Cob, Tossed Salad, Pasta Salad, Watermelon, Assorted Sodas, Bottle Water, Cookies and Brownies. All paper supplies and condiments are included.
*All BBQ's are Subject to Labor and Rental Fees which are not included in the price above.

* We handle and prepare egg, milk, wheat, shellfish, fin fish, soy, peanut, tree nuts and other potential allergens in the food production area of our facility. Please ask for management's assistance to help guide you in your dining selection.

EXTRAS

Afternoon Treats

☐ Cookie and Brownie Sampler	4.00 pp
☐ Chips and Dips	4.00 pp
☐ PC Snacks and Cold Beverage Service	2.50 pp
☐ Cold Beverage Service	1.75 pp
☐ Hot Beverage Service	2.25 pp
☐ Hot Beverage Refresh	1.75 pp
☐ House Red and White Wine	16.00 per bottle
☐ Beer	1.25 ea

☐ Chef's Choice Hot and Cold Hors d'oeuvres with Cold Beverage Service	7.00 pp
☐ Assorted Fruit and Cheese Platter	5.50 pp
☐ Seasonal Crudité	5.50 pp
☐ Shrimp Cocktail with Dipping Sauce (Priced Accordingly)	

Labor Rates

Corporate Chef	67.00 hour
Chef	38.50 hour
Sous Chef	23.50 hour
Utility	29.00 hour
Captain Wait Staff	47.50 hour
Waiter/Waitress	31.25 hour

- All Events are Subject to a Labor Charges if Applicable for the Event. Please Inquire.

A La Carte

☐ Fruit Salad	3.00 pp
☐ Carafe of Juice	5.00 pp
☐ Hot or Cold Cereal	2.00 pp
☐ Bagels with Cream Cheese	2.00 pp
☐ Bottle Water 10 oz.	.75pp
☐ Boxed Lunch	9.00 pp
☐ Can Soda	1.00 pp
☐ Additional Cookies	.45 each
☐ Ice Cream Bar	3.75 pp
(Requires Advance Notice)	
☐ Special Cakes (Priced Accordingly)	
☐ House Table Cloths	7.00 each
☐ Special Table Cloths (Priced Accordingly)	
(Requires Advance Notice)	
☐ Napkins	1.00 each

* We handle and prepare egg, milk, wheat, shellfish, fin fish, soy, peanut, tree nut product and other potential allergens in the food production areas of our facility. Please ask for management assistance to help guide you in your dining selections.

SPECIAL EVENTS

☐ Option 1

Seasonal House Salad
Grilled Filet Mignon with Port Wine Sauce
Please Choose One Vegetable and Starch
Saffron Mashed Potatoes or Rosemary Red Bliss Potatoes
Seasonal Roasted Mixed Vegetables or Steamed Broccoli and Cauliflower
Rolls and Butter
Coffee, Tea, Water and Dessert (Please Choose One)
Lemon Raspberry Cake or Cookie Dough Cake or New York Cheese Cake
32.00 pp

☐ Option 2

Seasonal House Salad
Broiled Salmon with Mustard Dill Sauce
Please Choose One Vegetable and Starch
Lemon Chervil Rice or Chive Mashed Potatoes
Steamed Green Beans with Roasted Carrots or Seasonal Roasted Vegetables
Rolls and Butter
Coffee, Tea, Water and Dessert (Please Choose One)
Boston Cream Cake or Oreo n' Cream Cake or Amaretto Cheese Cake
29.00 pp

☐ Option 3

Seasonal House Salad
Seared Breast of Chicken with Pineapple Tomato Salsa
Please Choose One Vegetable and One Starch
Blended Wild Rice or Saffron Mashed Potatoes
Steamed Green Beans or Herb Roasted Mixed Vegetables
Rolls and Butter
Coffee, Tea, Water and Dessert (Please Choose One)
Salted Carmel Cake or New York Cheese Cake or German Chocolate Cake
27.00 pp

***Prices do not include Wine, Linen, Wait Staff, Kitchen Staff or Rentals**

***Please Check with Coordinator of Outside Activities for These Additional Charges**

***All Event Head Counts Must Be Received 7 Days Prior to Event**

***Hors d'euvres are Priced at \$7.00 per person**

**** We handle and prepare egg, milk, wheat, shellfish, fin fish, soy, peanut, tree nuts products and other potential allergens in the food production areas of facility. Please ask for management's assistance to help guide you in dining selection.**

Insurance

The Facility Usage/Indemnity Agreement must be used when non-sponsored or non-affiliated groups use St. Joseph Seminary-Dunwoodie on a short-term basis. The Facility User, agrees to defend, protect, indemnify and hold harmless St. Joseph Seminary-Dunwoodie, Archdiocese of New York and His Eminence Timothy Cardinal Dolan against and from all claims and suits arising out of the activities of the above named Facility User or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of identified Facility Usage at St. Joseph Seminary-Dunwoodie.

Facility User agrees to provide a certificate of insurance to St. Joseph Seminary-Dunwoodie, which provides evidence of general liability coverage of not less than five million dollars (\$5,000,000.00) per occurrence. In addition, the Facility User needs to provide \$1 million in Automobile Liability Coverage as well current New York State Workers' Compensation Certificate. Facility User also agrees to have St. Joseph Seminary-Dunwoodie, Archdiocese of New York and His Eminence Timothy Cardinal Dolan named as Additional Insured on its general liability policy for the dates of facility usage in relationship to the type of facility usage for claims which arise out of facility user's activities or are brought against St. Joseph Seminary-Dunwoodie. Facility User also agrees that its general liability insurance policies will be primary and non-contributory insurance to any other insurance available to the additional insured with respect to claims arising hereunder.

When non-sponsored or non-affiliated groups do not have general liability coverage they may apply for Special Events Coverage. Most non-sponsored activities can be insured by Special Events Insurance policy. The non-sponsored or non-affiliated group must apply and purchase Special Events Insurance. The Special Events Policy provides \$1,000,000.00 in liability coverage and names the institution and the Archdiocese as an Additional Insured. The application for Special Events Insurance should be completed in full and must include the following information: Name of institution, Lessee information, please include the name of the individuals or organization holding the non-parish sponsored event. The premium for Special Event Coverage is \$100.00. All checks are to be made payable to Archdiocese of New York. Personal checks are not accepted. Please include type of activity including date, time, approximate number of participants, whether or not food and/or liquor is being served.

With the introduction of alcohol/liquor/beer into the event, significant liability exposure exists. We request the insurance department be made aware of any alcohol/liquor/beer 21 days prior to the event. The insurance department will need to assess the introduction of alcohol/liquor/beer at the event on an event by event basis.

All gambling permits need to be secured through City of Yonkers then provide copies of gambling permits to St. Joseph Seminary prior to the event. Without proper gambling permits there will be no gambling on site.

ARCHDIOCESE OF NEW YORK

FACILITY USAGE/INDEMNITY AGREEMENT

St. Joseph Seminary-Dunwoodie: _____

St. Joseph Seminary-Dunwoodie is understood to include the Archdiocese of New York

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

To the fullest extent permitted by law, the FACILITY USER agrees to defend, protect, indemnify and hold harmless the St. Joseph Seminary-Dunwoodie against and from all claims and suits arising out of the work of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the identified FACILITY USAGE at the St. Joseph Seminary-Dunwoodie.

FACILITY USER agrees to provide a certificate of insurance to the St. Joseph Seminary-Dunwoodie, which provides evidence of general liability coverage of not less than five million dollars (\$5,000,000) per occurrence. FACILITY USER also agrees to have the St. Joseph Seminary-Dunwoodie named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S activities or are brought against St. Joseph Seminary-Dunwoodie by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees that its general liability insurance policies will be primary and non-contributory insurance to any other insurance available to the additional insured with respect to claims arising hereunder.

If FACILITY USER fails to comply with the aforementioned condition, then to the fullest extent permitted by law the FACILITY USER agrees to protect, defend, hold harmless and fully indemnify St. Joseph Seminary-Dunwoodie for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the identified DATE(S) OF FACILITY USAGE that is brought against St. Joseph Seminary-Dunwoodie by the FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the actual or alleged negligence of St. Joseph Seminary-Dunwoodie, its employees or agents, or the negligence of any other individual or organization. If any part of this agreement is held invalid, it is agreed that the balance thereof shall continue in full legal force and effect.

St. Joseph Seminary-Dunwoodie reserves the right at any time to cancel this FACILITY USAGE and this Agreement by prior written notice to FACILITY USER, either with or without cause. The Rector also reserves the right to unilaterally cancel this FACILITY USAGE and this Agreement without notice if he believes in his sole discretion that it is appropriate to do so.

In the event of a cancelation of this FACILITY USAGE and this agreement, the rental fee will be returned to the FACILITY USER.

The validity, interpretation, and performance of this Agreement shall be governed by the substantive laws of the State of New York and the courts of the State of New York shall have exclusive jurisdiction.

SIGNED BY: _____ DATE: _____
(FACILITY USER)

NAME (Please print): _____