

ST. MARY OF THE IMMACULATE CONCEPTION
PARISH & SCHOOL

FACILITY USAGE

Policy & Procedure Guidelines

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I. GENERAL GUIDELINES

A. PURPOSE

The St. Mary of the Immaculate Conception Parish facility will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of St. Mary Parish as listed below:

"We are a welcoming community that is alive with prayer and service. Jesus challenges us to support one another, respecting our similarities and differences."

B. QUALIFICATION FOR USE OF THE FACILITIES

1. Priority is always given to parish functions. Priority for the use of the facilities for all other functions will be given as follows:

- a. Parish-sponsored committees, council, groups and programs
- b. Approved functions for parishioners
- c. Other charitable organizations as sponsored by parishioners as approved by the Facilities Coordinator.
- d. Non-parish groups/organizations as approved by the Facilities Coordinator

** Parishioners are officially registered and participating members of the parish for a period of one year.*

2. The facilities and equipment of St. Mary Parish will be made available only to non-parishioner groups that meet the following qualifications:

- a. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.
- b. Groups that are known to St. Mary Parish. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders.

3. St. Mary Parish reserves the right to cancel any use agreement at any time if the group is not in compliance with the St. Mary Parish mission and *Facilities Use, Policies & Procedures Guidelines*.

C. OPERATIONS

1. Building Access

Keys may be provided to the leaders of the various parish committees on a permanent basis. Others will be required to pick up a key during office hours or make arrangements for having someone meet to unlock the building. Arrangements will be made for key return through the parish office. The Facilities Coordinator maintains a current list of all keys that are checked out.

2. Building Hours

Facilities are available between 8:00 a.m. -10:00 p.m. Any use outside these hours must be approved by the Facilities Coordinator.

3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the parish office. Office hours are 8:00 a.m. - 4:30 p.m. Monday through Friday. Scheduling requests should be made on a *Building Use Form*. All non-parish sponsored groups must provide a copy of a Certificate of Insurance. (See #5)

4. Reservation Form

When a reservation request is made, a copy of the *Facilities Use Guidelines* and an *Event Request/Rental Agreement Form* will be given or sent by St. Mary Parish to the requesting group. You may also find this information on our parish website: www.stmaryotic.com.

The event will be put on the church calendar once the Facilities Coordinator approves the request, and the security deposit, *Meeting Request/ Rental Agreement Form*, and Certificate of Insurance (for all non-parish sponsored groups) are completed, signed and returned to St. Mary.

5. Insurance

There are risks connected with activities. St. Mary Parish is not responsible for injury to someone participating. This includes suits and demands whatsoever in law or in equity. The Diocese of Madison requires that we have \$1,000,000 liability insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the St. Mary Parish office to arrange coverage. We will process the necessary paperwork and forward it to the Diocese with your check of \$95 to obtain the proper coverage. A Facility Usage/Indemnity Agreement must also be signed when non-parish sponsored or affiliated groups use parish facilities. In certain situations (such as adult athletic participation or a craft fair), an Adult Hold Harmless/Indemnity Agreement must also be signed.

D. FACILITY FEES*

There will be no charge for use of the Worship Area for parishioners' religious services (weddings, funerals, etc.), and no building use fee will be charged to parish-sponsored groups. However, there will be a rental charge to both parishioners and non-parishioners for use of the facility for non-parish sponsored activities. There is also a standard, refundable security deposit fee of \$250. This security deposit will be refunded in entirety, unless there is damage to the facility or the rented area is not left clean.

FACILITY RENTAL FEES* Non-Parish Sponsored Events

	*Parishioner	Non-Parishioner
Church	NONE	NONE
Parish Center Conference Room	\$35.00	\$50.00
Parish Center Lower Level Meeting Room	\$35.00	\$50.00
Parish Center Upper Level Meeting Room	\$35.00	\$50.00
School Cafeteria	\$50.00	\$75.00
School Kitchen	\$100.00	\$150.00
School Gymnasium- Sports	\$50.00/hr	\$50.00/hr

*A parishioner is defined as a registered and contributing member of St. Mary Parish for at least 1 year (prior to an inquiry and reserving space.) The Pastor of St. Mary's has the sole discretion for modifying the fee.

E. ALCOHOL BEVERAGE POLICY

The serving of alcoholic beverages is prohibited during services and hours of religious education. Serving to minors is prohibited at all times. Open, unsupervised serving of alcohol is prohibited at events at which minors are present. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless PRIOR arrangements have been made. The sale of alcohol is only allowed with proof of permit (we must have a copy on file) and a licensed bartender is required.

F. NON-SMOKING POLICY

All St. Mary property is designated non-smoking.

G. INTERIOR USE GUIDELINES

NOTE: Non-parish groups planning to use the facilities must meet with the Facilities Coordinator to finalize plans for set up and use of equipment.

1. Groups are restricted to only those areas of the building and grounds it has reserved. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for their event.
2. There shall be no illegal drugs allowed in the buildings or on the grounds.
3. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless PRIOR arrangements have been made.
4. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
5. Any group using a room must return table and chairs and all fixtures to their original position after use.
6. Church equipment, tables, and chairs, etc. are available only on request. Kitchen will remain locked unless use is specifically requested.
7. Restrooms must be kept clean.
8. Refrigerator, stove, and sink must be left clean- See *Kitchen Use Rules* attached.
9. There shall be no furnishings of any kind removed from the building without permission.
10. The use of nails, screws, tape, or permanent hardware on any building walls is prohibited. When hanging posters, signs, etc. from walls or windows, only use Removable Poster Tape.
11. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.

H. EQUIPMENT, FURNISHINGS, AND SUPPLIES

1. Church/School owned equipment (tables, table coverings, chairs, kitchen equipment which includes utensils, pots, plates, coffee pots, etc.) should not be taken for any personal use.
2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. In some instances special arrangements can be made to move equipment.
3. In the event of damaged or broken furniture or equipment, replacement will be required by the group using the facility.

I. EXTERIOR USE GUIDELINES

1. Cars or trucks are restricted to the designated parking areas.
2. Prior approval must be arranged if events are to be scheduled during liturgical services.
3. Trash and recyclables should be disposed of in the appropriate dumpsters behind the church.

J. SET-UP

1. Non-parishioner groups using the facility shall set up for their event unless prior arrangements have been made.
2. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place.
3. Posters, decorations, etc. shall not be attached to walls or ceilings without prior approval.

K. CLEAN-UP

1. All groups using the facility shall be responsible for cleaning up the space.
2. All furnishings and equipment shall be arranged or returned to their original positions.
3. The space shall be left clean and all trash or garbage shall be disposed of in the dumpster.

L. GENERAL CONDITIONS

1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.
 - a. A competent leader 21 years of age or over must be present during all hours of negotiated use.
 - b. All youth groups shall require at least 2 adult supervisors, 21 years or older.
 - c. Smoking, use of smokeless tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.
 - d. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.
2. St. Mary Parish **will not** be responsible for the loss or theft of any personal property.
3. All groups/organizations agree to pay for any and all damages to premises.
4. Use of the St. Mary Parish facility does not imply endorsement or sponsorship of the event in any way by St. Mary Parish.

II. KITCHEN USE GUIDELINES

- All items in refrigerators, pantries, and cupboards are property of St. Mary's and are not for general use.
- Dispose of all leftovers. Do not leave any items you've brought in the refrigerator.
- Coffee grounds must be dumped into the trash, not the sink.
- Equipment is not to be removed from the facilities.
- Any equipment or appliances used must be returned to proper place.
- Wash all dishes, utensils, and containers and return to storage area(s).
- Turn off stove and all other appliances.
- Wipe off counters, range tops, microwaves.
- Clean sinks of all debris.
- If you use our towels or dishcloths please take them home to wash and return promptly.
- Sweep and mop floor if necessary.
- Recycling is encouraged. (A recycling dumpster and aluminum can container are available in the parking lot behind the church.)
- Remove all trash to dumpster in parking lot.
- Turn off lights when you leave.
- There are kitchen tools/appliances that are marked for school use only. Due to strict state policies about the cleaning of these items they CANNOT be used by any group using the facility.

III. GYM USE GUIDELINES

The Gym may be used for non-sporting events (such as receptions and dinners) and other special requests. All requests to use the Gym must be made to the Facilities Coordinator at least two weeks prior to an event and a Building Use Form must be filled out. If your request is approved, the Facility Coordinator will notify you and reserve the Gym on the parish calendar.

Insurance

Individuals who use parish premises for *non-parish sponsored activities* are required to provide the parish with a Certificate of Insurance documenting \$1,000,000 general liability coverage. A Facility Usage/Indemnity Agreement must also be signed.

If sports are involved, St. Mary additionally requires adults (who are at least 21 years of age) to sign an Adult Hold Harmless/Indemnity Agreement, one signed agreement per individual, per session.

Children

Due to the possibility of serious injury, our insurance company advises us that children should not be on the court or on the stage when adults are playing sports. Please reserve a *separate* room for the children to play in and provide a *responsible adult (aver the age of 21)* to *supervise* the children at all times.

GYM Rules

1. *No open or walk-in usage* allowed for insurance and security reasons.
2. Gym floor must be "mop-swept" (dry mopped) both before and after every use and dirt disposed of in waste container.
4. For Athletic activities, no black-soled or street shoes allowed on the gym floor. Only proper court shoes are allowed.
5. Dunking the basketball is prohibited on all rims. Hanging on rims, nets or basket supports is prohibited.
6. Thermostats - There is no manual over ride to the system. Therefore, if you want heat during your event you must let head of maintenance know the dates and times so he can add them into the system.
7. *A parent (or a responsible adult 21 years or older) must supervise* children at all times on St. Mary Parish premises.
8. Children may not use the stage for playing. The stage is to be used for performances only. Children are not allowed on the stage except for supervised program performances.
9. Playing or climbing is not allowed on the bleachers.
10. All sports equipment is to be returned to storage before leaving area.
11. Turn OFF all gym lights when leaving.