SAINT ANDREW
CATHOLIC PARISH

ESTABLISHED 1953

Use of Parish Facilities
POLICIES & RULES

TABLE OF CONTENTS

Purpose	3
Facilities Defined	3
Priorities	3
Who May Rent Parish Facilities	3
Facility Reservation Timeframe	3
Scheduling Process	4
Availability	4
Smoke Free	4
Event Advertisement	4
Rates & Fees	4
For-Profit Organizations and Individuals	4
Contract for Use of Facilities	4
Unaffiliated Organization Agreement	5
Parish Sponsored Event Insurance	5
Non Parish Sponsored Event Insurance	5
Policy on Use of Alcohol	5
Police Security	5
Keys	5
Set-Up & Take Down	6
Supervision of Children	6
Church & Chapel	6
General Clean Up	6
Special Equipment	7
Kitchen Use & Tablecloth Inventory / Use / Laundry	7
Cancellations	8
Building Hours	8
Miscellaneous	8
Safety & Security	9
CONTACT INFORMATION	10

SAINT ANDREW PARISH
USE OF PARISH FACILITIES
POLICIES AND RULES

These Policies and Rules are intended to govern the scheduling and use of the rental facilities of Saint Andrew Parish. All facilities at Saint Andrew shall be assigned, used and cared for in a manner which serves and supports the ongoing mission of the parish.

PURPOSE
The purpose of this document is to provide guidelines for the most equitable and effective use of all parish facilities.

FACILITIES DEFINED
Facilities include the church, chapel, parish hall, pastoral center, school buildings, gym, community center and athletic fields.

PRIORITIES
Normal parish functions are not to be disrupted by rental of the facilities. The following priorities for use will govern the scheduling of the facilities:

1. *Religious and liturgical services*
2. *Saint Andrew Catholic School & The Learning Center activities during normal school hours (M – F, 8:00 a.m. – 3:00 p.m.)*
3. *All sacramental preparation classes and events*
4. *Saint Andrew Catholic School team athletic activities after normal school hours**
5. *All ministry programs and meetings*
6. *Regularly scheduled affiliated parish or school organizations*
7. *Special affiliated parish or school events*
8. *Individual private use*
9. *Diocesan activities*
10. *Other organizations not affiliated with Saint Andrew parish or school*

** Athletic fields and Gym*

The following will be exempt from the payment of any rental fees or deposits:

1. *Parish organizations*
2. *Diocesan organizations*

WHO MAY RENT PARISH FACILITIES

Any individual or group may rent parish facilities for their private use. The facility rental fees charged for Saint Andrew facilities are based on cost. The parish reserves the right not to rent to an organization, company or individual at any time.

FACILITY RESERVATION TIMEFRAME
Before and during January of each year Liturgy, Faith Formation, Administration, Youth, Social Ministry and Saint Andrew Catholic School will submit their calendar requests for dates at least through June of the following year and into the future to the extent known to the ministry.

During early February of each year, other events which are regular parish wide events may be submitted through June of the following year.

During late February, all of the social organizations may submit their calendar requests through June of the following year.

All requests will be met as quickly as possible. Room assignments are based on the above priority list and group size.

This schedule is subject to change at any time and all parties are reminded to be flexible.

SCHEDULING PROCESS

After March 1 requests should be emailed to facility@standrewcc.org using the Request to Schedule Event Form.

You will receive a confirmation that your event is scheduled and the location. If you do not receive a confirmation, please email facility@standrewcc.org.

If your event is cancelled please notify by email facility@standrewcc.org as soon as possible so that the space may be used by others and the event removed from the bulletin, public calendar and info scroller.

All requests will be met as quickly as possible. Room assignments are based on the above priority list, date of request and group size.

Please do not assume a room is available because it is empty. Always check the calendar or info scroller to confirm room assignments.

Requests will be listed on the Parish Calendar (displayed on the website under Parish Calendar) unless otherwise specified.

Private events such as baptisms, weddings and some operational activities will not be posted on the public calendar or on the monitors. Please check with the office if your event is not listed.

AVAILABILITY

Saint Andrew is a very active parish with not only a school, but many organizations and ministries that are continuing to grow. We are experiencing increased demands for a limited supply of facilities. This means that you may not always get the facility that is requested.

SMOKE FREE

All facilities are designated smoke free.

EVENT ADVERTISEMENT

All signage, banners, posters, fliers etc. must be approved by the Facility staff prior to ordering or duplicating. Nothing may be hung from the ceilings or adhered to walls, doors or windows. Portable sign stands and easels are available to display advertisements.

RATES & FEES

Costs to operate and maintain parish facilities continue to increase. Rates and fees for facility use will be evaluated annually and published in July of each year.

FOR-PROFIT ORGANIZATIONS and INDIVIDUALS

Any organization, company, or individual that is defined as "For Profit" can request to use our facilities, but must pay the appropriate rental fee. At no time will a "For Profit" user be allowed to use a facility for free. This includes arrangements to offer free classes, seminars, meetings, etc. to parishioners and/or offer a rebate to the Parish in lieu of paying the appropriate rental fee. The parish reserves the right not to rent to a "For Profit" organization, company or individual at any time.

CONTRACT FOR USE OF FACILITIES

The Contract for Use of Facilities can include the Policy on Use of Alcohol, the Sports Facility Usage Addendum and/or the Hold Harmless/Indemnity Agreement. All of these forms are available under the FACILITIES link on the website.

The Hold Harmless/Indemnity should be used when nonparish users do not have insurance coverage. If they have insurance coverage then the Contract alone is all that is needed.

UNAFFILIATED ORGANIZATION AGREEMENT

Unaffiliated Organization Agreements should be signed by Catholic based groups that

- *use the facilities regularly and*
- *are not parish related*

This Agreement basically shows that the group is not acting as an agent of the church and that they are not considered a parish group.

PARISH SPONSORED EVENT INSURANCE

Parish/diocesan sponsored organizations as well as parish/diocesan sponsored events are covered by our parish insurance.

NONPARISH SPONSORED EVENT INSURANCE

As a prerequisite to any parish facility being used for a nonparish sponsored event by an individual, organization or group an Unaffiliated Organization Agreement or Contract for Use of Facilities must be signed and liability insurance provided by the sponsoring organization in the form of a Certificate of Liability Insurance. The Certificate of Liability Insurance must provide evidence of general liability coverage of not less than one million dollars ($1,000,000) per occurrence and name both the Diocese and St. Andrew as additional insured's to their coverage for the dates of facility usage.

If the sponsor of the event is unable to provide the required Certificate of Liability Insurance, special events coverage may be purchased at a cost of $95 per event. This coverage has $-0- deductible. Not all events are eligible for coverage. The Application for Special Events Coverage lists the events that are not eligible for coverage. In addition, a Hold Harmless/Indemnity Agreement would need to be signed.

To apply for coverage, a Special Events Application form must be completed and sent to the parish Facility staff at least 15 business days prior to the event. This form is available on the website.

POLICY ON USE OF ALCOHOL

*The Diocesan **Policy On Use Of Alcohol** outlines when beer, champagne or wine is permitted. The policy must be followed for parish events as well as by any individual, family, or organization renting or using parish facilities for nonparish sponsored events.*

Anyone under the age of 21 who consumes alcohol is doing so illegally. Consumption of alcohol by a minor, even with the permission of a legal guardian or spouse, is illegal.

POLICE SECURITY

Security is required for large (150 or more attendees) nonparish sponsored events. The cost to the renter is per hour at the current rate. The rate is generally in the $35 - $55 range depending on the day of the event.

KEYS

The parish staff as well as the facility staff will be available to unlock doors for facility users.

The standard opening time for your scheduled facility will be 30 minutes before your requested start time. If 30 minutes is not enough time for you to be prepared, you need to request additional time on the Request to Schedule Event Form

Users are responsible for the unlocked facility from the time that they request it to be opened until the time they leave. The user must have someone present at all times when the facility is unlocked.

Each building has at least one exterior access door that is programmed to unlock and lock according to scheduled facility activities. The Church and Parish Hall access doors open from the east and west side of the

building into the hallway between the Chapel and Parish Hall. The Pastoral Center access door is the kitchen door on the north side of the building by the garage. The Community Center access door is the door on the west side of the building that opens into the kitchen. All of the school and gym exterior doors are access doors.

Key fobs are programmed to open the access doors. A key would only be used in the event of a power outage when the access doors would fail in the locked position. Individuals would be able to exit the building, but not enter. In the event of a power outage call the Facility Cell Phone (817) 614-3480

SET-UP & TAKE-DOWN

There is a standard set-up for each room. The standard setup is posted by the door in each room. If the tables and chairs are moved please return the room to the standard set-up for the next user.

The parish facility staff has limited availability for set-up and take-down of rooms for meetings and functions because of their many responsibilities.

For individuals or organizations renting the facility the general rule is that the set-up fee is <u>not included</u> in the rental fee.

If there is no rental fee, then the facility user is expected to set-up and take-down for their function using their own organizational members, volunteers or attendees. Parish facility staff will be available to provide access and limited assistance.

For parish staff members, the general rule is that if the event is for the parish as a whole (symphony, parish retreat, overflow Mass, reconciliation service), the parish facility staff will provide the assistance that cannot be provided by volunteers. If the event is not for the parish as a whole, then the appropriate staff group is expected to set-up and take-down using organizational members, volunteers or attendees as practical.

For parish organizations with seniors or individuals that are not physically able to set- up tables and chairs the facility staff can assist where necessary. This must be requested well in advance of the event on the Request to Schedule Event Form and may be approved if appropriate and possible.

If an event for the parish as a whole requires a special set-up the staff responsible for the event will plan a pre-event meeting (in person or by telephone) with the facility staff at least one week in advance of the scheduled event.

SUPERVISION OF CHILDREN

Children are to be supervised by an adult in all areas of the parish facilities. Supervision includes keeping the children in eyesight at all times and preventing the children from running and participating in activities that could cause harm to themselves, others or the facility.

CHURCH & CHAPEL

There is to be no food and/or drinks of any kind in the Church or Chapel at any time. If medically necessary, a water bottle with a cap is acceptable.

GENERAL CLEAN UP

Saint Andrew does not have a commercial cleaning company that comes in every day, so we need everyone who uses the facility to pick up after themselves.

- *If you had food/drink, make sure the tables <u>and</u> chairs are wiped off. If you are using the tables for crafts, coloring, etc., cover the tables with plastic before using them. Be sure that all marks are cleaned off the tables and chairs.*
- *Wipe up spills. The flooring will be damaged if liquid is left sitting on it.*
- *Pick up trash and place all trash bags in the dumpster.*
- *Sweep and mop floors.*
- *Put away all unused paper supplies in the kitchen or break room.*

- *Check all restrooms to see that they are cleaned and in proper order (flush toilets, pick up paper and empty trash).*
- *All food that is left in the kitchen or break room is to be dated and labeled. The refrigerators and freezers are cleaned out every two weeks, and anything not labeled or outdated will be thrown away. Labels and pens are available in the kitchens.*
- *Notify facility@standrewcc.org if anything is broken.*
- *Turn off all lights and close the window blinds.*
- *Secure all doors, interior and exterior.*
- *Leave the room like you found it or better!*

Cleaning equipment and products are stored in each meeting room area either in or near the storage closet. There are janitor closets (Room 119 and Room 201) with mop sinks on each floor of the Parish Hall. These janitor closets have additional cleaning supplies, mop buckets and mops. We have arranged to have the supply closets unlocked in all the meeting rooms. In room 218/223 there are cleaning supplies in the cabinets.

There is a standard set-up for each room. The standard set-up is posted by the door in each room. If furniture is re-arranged for your event, please return the room to the standard set-up. DO NOT SCOOT TABLES AND CHAIRS ACROSS THE FLOOR. This can damage it and leave unsightly marks on the flooring. Please pick up tables and chairs to move them.

SPECIAL EQUIPMENT

Any special equipment you have reserved will be placed in the room for you. Many items require some direction. The facility staff will be happy to train you.

KITCHEN USE

Facility staff will be happy to train you on any kitchen equipment.

Food and supplies that you provide can be stored in the kitchen for short periods of time for a special event. Contact facility staff for help locating temporary storage.

Always mark your items clearly so others do not use them.

Kitchen countertops, cabinets, refrigerators and freezers are for temporary storage. Items should be dated and labeled and stored for no longer than one week. Counter tops, cabinets, refrigerators and freezers will be cleared weekly on Friday. Any unlabeled or outdated items will be removed.

Leftovers remaining that are for general use should be marked as such. Please remove the reservation tags.

We no longer have storage space for large quantities of food supplies and/or large kitchen items. If you have a need to temporarily store items such as these please contact the facility staff.

TABLECLOTH INVENTORY / USE / LAUNDRY

30 Five Foot Round White
40 Six Foot Round Blue
3 Six Foot Rectangular Blue
3 Twelve Foot Rectangular Blue
3 Five Foot Rectangular White
2 Eight Foot Rectangular White
3 Ten Foot Rectangular White

The Tablecloths are available for everyone's use. If you use the tablecloths you are responsible for laundering them and returning them to the appropriate cabinet in the closet where they are stored. It is important to fold the round tablecloths a certain way so that they will fit on the hanger. It is preferable for you to use the washer and dryer in the Parish Hall kitchen area to launder the tablecloths. Depending on the tablecloth size you should be able to put 4 – 5 tablecloths in the washer at one time. If it is not possible to use the Parish Hall

washer, please complete the log sheet in the tablecloth closet with the appropriate information. When the tablecloths are returned to the closet please note that on the log sheet as well. When returning the tablecloths please be sure to return them to the cabinet where they belong. Each cabinet is labeled so it is easy to determine where they belong. Do not leave the dirty tablecloths in the church front office or in a bag in the kitchen or closet.

If dish cloths, hot pads or tablecloths are used they should be separated, whites and darks, so that the facility staff can launder them. Do not use white dish cloths to clean up floor spills or anything else that may stain.

CANCELLATIONS

Email facility@standrewcc.org when cancellation of a facility reservation is necessary. It is important to do this immediately in order to make the space available for others. Also, doors are programmed to be open according to the calendar.
If the cancellation is for a non-parish event, facility fees may or may not be refunded depending on the cancellation requirements.

Failing to give notice of a cancellation can, at the discretion of the pastor, result in the loss of facility privileges for individuals and/or organizations.

BUILDING HOURS

Access doors will lock at or before 9:00 p.m. Facility users are expected to exit the buildings no later than 9:15 p.m. Lights are programmed to turn off at 9:30 p.m. Facility staff secures all buildings between 9:30 p.m. and 10:00 p.m.

As a courtesy to facility staff please emphasize to volunteers the importance of ending meetings and exiting the buildings by 9:15 p.m. Saint Andrew facility staff often begin work at 6:00 a.m. and it is inconsiderate to delay their ability to secure the buildings properly.

All rentals are for a period of three hours, plus a reasonable time for set up and clean up. The building must be closed no later than 9:00 p.m. and all clean-up must be completed and the building vacated and locked by 10:00 p.m.

MISCELLANEOUS

- *No glass containers are permitted for safety reasons.*
- *No colored juices or drinks are permitted in carpeted areas to prevent carpet damage.*
- *All parish facilities are non-smoking.*
- *Exterior doors are not to be propped open.*
- *No tape of any kind is to be used for any purpose. That includes taping things to the walls, windows, tables, chairs, interior doors and exterior doors.*
- *No burning candles, of any size, or open flame is permitted in any room or facility with the exception of the church.*
- *No confetti is to be used.*
- *Please observe where items are stored before using them. Return the items to their proper places.*
- *Extra care is expected when school classrooms are used. Student and teacher desks, supplies, etc. are not to be disturbed or used.*
- *All Users of the facilities are expected to protect the facilities from unusual wear and damage. Users may be responsible for damage due to their mis-use of the facilities.*
- *The parish reserves the right to approve or not approve any requested use of the facilities.*
- *Parish owned equipment, furniture or movable articles pertaining to the facilities shall not be removed from the facility.*
- *Thermostat settings are adjusted by facility staff only.*

SAFETY & SECURITY

Our overarching policy is that we will endeavor to provide a safe and secure environment in which we may carry out our spiritual mission.

Food Service Policies

1. *Basic food preparation and handling guidelines will be posted in the parish hall kitchen.*
2. *Groups that regularly prepare and serve food are responsible for satisfying all applicable state and city regulations.*
3. *Training in the use of kitchen fire extinguishing equipment will be provided to groups that regularly use the kitchen facilities.*
4. *Instructional signage that describes how to use the kitchen safety equipment will be posted and maintained.*
5. *The operations manager is responsible for carrying out these policies.*

Standards for Supervision of Children

1. *Children shall be supervised by an adult, preferably two adults, at all times.*
2. *During affiliated group meetings, it is the responsibility of the group's adult leadership to maintain awareness of the whereabouts of all children present and to provide supervision to those children.*
3. *All lay ministries and affiliated groups will comply with the Diocesan "Keeping Our Children Safe" or equivalent policies.*

Fire Procedure

1. *In case of fire, activate the nearest fire alarm pull station, if one is available. Take appropriate precautions to ensure your personal safety.*
2. *Call 911. Give your name and the exact location of the fire (building, floor, room). Be sure to stay on the phone until released by the 911 Emergency Operator.*
3. *Evacuate the building by the nearest exit. DO NOT USE ELEVATORS. If individuals with a disability cannot safely evacuate the building, assist them to the nearest uninvolved stairwell. Alert emergency personnel of their location.*
4. *Once outside, go to the designated rally point. If this location is unavailable, go to the clear area that is at least 500 feet away from the affected building. Keep driveways and sidewalks clear for emergency vehicles and personnel.*
5. *DO NOT RETURN TO BUILDINGS until authorized by the Fire Department.*

Suspicious Person Procedure

Everyone on the campus is asked to assist in providing a safe environment by being alert to suspicious behavior.

1. *If you feel endangered, call 911.*
2. *Be observant, the more information you can provide to Police the better.*

Tornado or Severe Weather Procedure

A Tornado Watch or Severe Weather Warning means tornadoes are likely to develop. Be alert to changing weather conditions and be prepared to take action if the weather situation is upgraded to a warning. A Tornado Warning means a tornado has been spotted in our area.

Loss of Utilities Procedure

Electrical Power Loss or Outage:

1. *If possible, determine whether the problem is isolated to your area or involves a larger area.*
2. *If electrical power is lost, unplug or turn off any electrical appliances.*

Gas Leak:

1. *Call 911.*
2. *State the location and extent of involvement of the gas leak, if possible.*
3. *Cease all operations.*
4. *DO NOT SWITCH ON/OFF LIGHTS OR ANY OTHER ELECTRICAL EQUIPMENT.*
5. *Evacuate the building by the nearest exit. Notify other building occupants to do so as well. If disable individual cannot safely evacuate the building assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.*

6. *DO NOT USE ELEVATORS.*
7. *Once outside, move away from the building at least 500 feet. Keep driveways and sidewalks clear for emergency crews.*
8. *DO NOT RETURN TO BUILDINGS unless authorized to by emergency responders.*

Water Cutoff or Loss of Pressure:

1. *Call Maintenance.*
2. *If possible, determine whether the problem is isolated to your area or involves a larger area.*
3. *Turn off water faucets to prevent a drain when the water is restored.*

CONTACT INFORMATION

EMAIL: facility@standrewcc.org

FACILITY COORDINATOR CELL: 817-614-3480

PARISH MAIN NUMBER: 817-927-5383