

St. Mary's Facility Use Policy

Revised September 2011

All facilities of St. Mary's Catholic Church exist to aid in fulfilling the mission of St. Mary's Church. This **Facility Use Policy** is intended as a guide to members of the parish community on the availability and use of parish facilities.

1. **Building Usage for Events**

St. Mary's is blessed with a campus that has a large variety of buildings and rooms. St. Mary's has consciously chosen not to be in the 'hall rental' business. The following guidelines explain the priority and practice for facility use by various groups:

Parish, Organizations in the parish or approved by the parish:

These facilities are used the majority of the time by activities and events that are directly sponsored by the Parish (e.g. Sunday School, Catholic School, various committee meetings, etc.). Our facilities are also frequently used by organizations formally connected with the Parish (eg. Knights of Columbus, Catholic Daughters, Our Lady's Guild, scouts, Church league basketball, etc.). In addition, there are some non-profit groups that are approved for use of the facilities, either on a one time or ongoing basis (e.g. Le Leche League, Native Plant Society, etc.) (Outside groups hosting events will generally be responsible to make the clean up deposit and to pay for any damages.)

Parishioners for family celebrations:

St. Mary's attempts to accommodate parishioner's who seek to use the facilities for family celebrations. Since we encourage stewardship, we count on parishioner's contributing generously in the regular collections and to special causes as part of their regular charitable giving. Since parishioner's have hopefully already been contributing to the parish collections and to paying the debt on the buildings, the usage fees are waived for their family celebrations. (The parishioners will still need to make the deposit and pay for any damages.)

All others:

Even with the high utilization by the above groups, St. Mary's at times is able to accommodate requests from outside organizations or other Catholics seeking to host some family celebration. Requests from either group are considered based on intended use. Rarely, will permission be given for business ventures. In these cases, the following fees will normally be assessed:

Clean up deposit - \$100 (returned if properly cleaned up)

Usage Fee for Parish Center - \$1,000/event

Usage Fee for Parish Hall - \$500/event

NB: Parties making arrangement for the event are responsible to pay for any damages.

Requests for use of facilities at St. Mary's Church shall be made to the Church Office. Such request shall be made in writing on the request form designated by the Facility Manager, and attached to this policy. Authorization to use any part of the facility or grounds shall apply only to the person or organization to whom such authorization was granted. **Use of facilities may not be transferred or extended to any other person or organization without the prior express approval of the Facility Manager.**

2. **Alcohol Use Policy** – Permission for beer or wine may be requested. St. Mary's does not permit hard liquor. Any alcohol use is only permitted pursuant to St. Mary's Alcohol Use Policy, which is strictly enforced.
3. **Smoking Policy** – All facilities at St. Mary's Parish are designated as NON-SMOKING facilities. **SMOKING IS NOT PERMITTED IN ANY BUILDING**. Further, smoking will not be permitted on the parish grounds during school operation.
4. St. Mary's Facility Manager or designated representative shall at all times have the right to enter any and all areas of the facilities for any purpose whatsoever, and the entire facility, including the areas being used shall at all times be under the charge and control of St. Mary's Catholic Church.
5. St. Mary's Catholic Church, through its designated representative, shall have the right to exclude from any area or all areas any person or persons without prior notice. In addition, authorization to use any of the facilities *does not* constitute a contractual agreement by St. Mary's Catholic Church, and may be revoked at any time.
6. **All persons or organizations using any part of any facility at St. Mary's are expected to return the facilities to the same condition it was in when taking occupancy.** Any damage occurring during occupancy must be immediately reported to the Facility Manager. Arrangements must be made to repair any damage caused by misuse of the facilities.
7. All persons or organizations using any part of any facility at St. Mary's are responsible for the conduct of those persons or members attending the meeting, function or event, including during any setup or cleanup periods, and shall insure that all persons comply with all laws of the United States and the State of Texas, all ordinances of the City of Longview including acquiring and paying for all permits required by such agencies, as applicable, and all rules and regulations of the Diocese of Tyler and St. Mary's Parish.
8. All equipment or materials brought onto the facility must be cleared with the Facility Manager prior to bringing such equipment or materials onto the facility. Such materials or equipment must be removed at cleanup. Any items left at the facility after cleanup without prior permission of the Facility Manager will be disposed of at the discretion of the Facility Manager. Such permission shall not obligate St. Mary's Catholic Church to care for any such equipment or materials, and St. Mary's Catholic Church assumes no responsibility whatsoever for any property placed, or left in or on the premises.

9. Use of all or any part of the facilities is restricted to the purpose for which the Facility Manager authorized use of the facility, and the facilities may not be used for any other purpose without prior approval of the Facility Manager.
10. All persons occupying or using any of the facilities shall take all necessary steps to insure the premises are kept clean and generally cared for during the use or occupancy of the facilities.
11. **Clean-up** - The facility must be returned to the same condition it was in at the time it was occupied. This will include, at a minimum, sweeping all floor surfaces, vacuuming all carpeted floors, kitchen cleanup if applicable, pursuant to the kitchen cleanup checklist, removal from the building to the trash dumpster of all trash, wipe down all surfaces or tables used, completion of the building checklist for the building being used and any special instruction provided by the Facility Manager.
12. No one may use nails, tacks, screws, wires or tape on the walls, ceilings or floors of any building without prior approval of the Facility Manager.
13. It is the responsibility of the user to set up furniture prior to the event. All tables and chairs must be returned to their specified locations. Room layouts are attached and are posted in rooms.
14. Hallways and doorways shall not be obstructed or blocked, and must remain clear at all times. Safety equipment or devices shall not be tampered with or circumvented for any purpose.
15. Failure to comply with all rules, or any misuse of the facilities may result in the revocation of the privilege to use the facilities or the requirement of a security deposit prior to any future use, or the imposition of such other restrictions as the Facility Manager, in consultation with the Facility Use Committee, deems prudent to prevent any further non-compliance or misuse.
16. Use of any Caterer or Concessionaire for any purpose, including but not limited to providing setup, cleanup or any other catering service in or on any part of the facility must be approved by the Facility Manager prior to such Caterer or Concessionaire's arrival on the property.
18. The Parish Safety Plan and Emergency procedures are posted in each room. Please take time to read the instructions.
In case of emergency, call Fr. Gavin at 903-757-5853.
19. Keys can be picked up with prior arrangement from the Facility Manager, and if necessary, a walk-through of facilities may be required prior to the event. Keys must be returned to the Facility Manager by the next business day, unless prior arrangements are made with the Facility Manager.

20. Please help us to care for our facilities by letting us know of any maintenance problems. Pick up any phone on campus and dial 312 to leave a message for Facilities, or from an outside phone, call 903-757-5893 ext. 312 and leave a message.

ALCOHOL USE POLICY

The sale or use of alcohol on St. Mary's Church Property is generally prohibited. Any person or organization may apply to the parish Pastoral Council for a variance or exception to this policy. Exceptions may be made by the Pastoral Council for special occasions such as wedding receptions, the Bishop's Guild dinner or similar occasions, under such restrictions, safeguards and deposit requirements as the Pastoral Council deems necessary for the protection of the facilities or other people using the facilities. A form requesting Special Alcohol variance must be submitted in writing.

No oral variance to the Alcohol Use Policy for these premises will be valid or considered valid and failure to obtain required written permission will be considered refusal of such permission. Sale, use, or possession of alcoholic beverages on the premises without such written permission shall be cause for immediate termination of the agreement and forfeiture of any and all sums paid.

It is the responsibility of the user of the facility to assure that all laws pertaining to the serving of alcoholic beverages are followed, and that any applicable permits are secured prior to the event, and a copy given to the Facility Manager. Further, the user, upon granting of permission to have alcohol at the premises, shall assume and does assume all responsibility and liability for the actions of those persons consuming alcoholic beverages and shall indemnify and hold harmless St. Mary's Parish and the Diocese of Tyler for any and all damages directly or indirectly resulting from sale, use, or possession of alcoholic beverages at or on the premises.

Under no condition may alcohol be served to minors.

KITCHEN CHECKLIST

The kitchen is subject to inspection at any time, therefore your cooperation would be appreciated with the following rules.

(Janitor closet is in the hall, between the restrooms.)

1. Counter tops should be wiped, using soft scrub (provided).
2. Wipe cabinet fronts for splatters and spills. Grill, oven, stove top, and drip pan should be left clean.
3. Clean all sinks. Coffee grinds are to be put in the trash or disposal.
4. Any kitchen items should be washed, dried, and returned to its proper place.

5. Check that coffee pots, stove, etc have been turned off.
6. Leftovers and/or unused food should be removed from the refrigerator and kitchen.
7. Remove all trash to outside dumpster. Replace clean liners in all trash cans.
8. Floors are to be swept and mopped.
9. Any towels or aprons used must be washed, dried and returned to the kitchen the next day.
10. Electrical equipment should not be moved or unplugged (milk refrigerator, ice cream freezer, etc.)

GYM CHECKLIST

Gym Rules:

1. All Gym rules will be followed.
2. No food or drinks are allowed on the gym floor without express permission of the facility use committee.
3. Do not , under any circumstances, place tape on the gym floor.
4. Any tables used on the gym floor must have protective caps.
5. Do not touch equipment or supplies in the storage rooms without the express permission of the facility use committee. User must provide basketballs, volleyballs and other equipment.
6. Only rubber soled shoes are allowed on the gym floor.
7. No children are allowed upstairs on the walking track without an adult supervising them.
8. No children are allowed in the weight room without an adult supervising them.

Checklist:

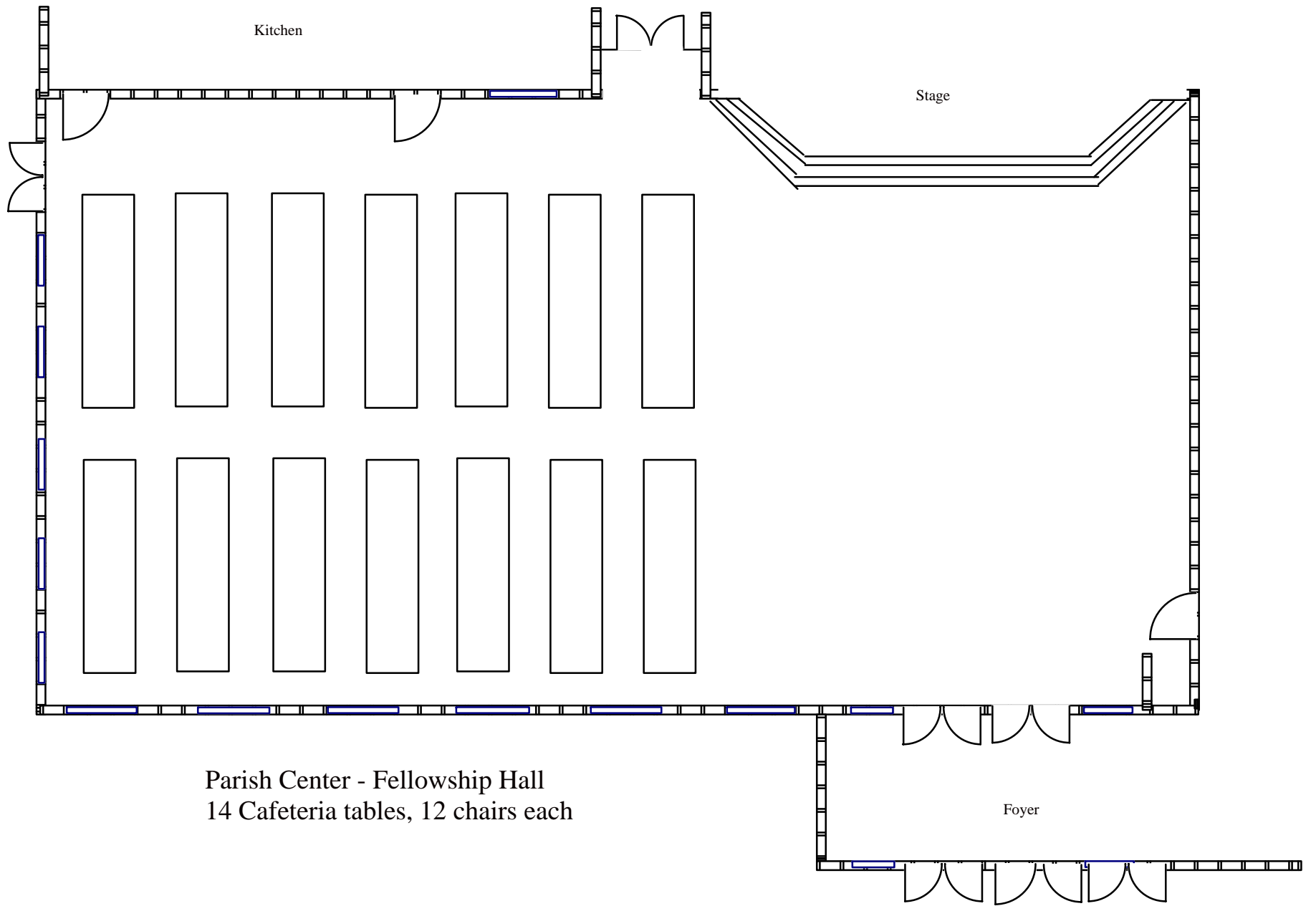
1. If the snack bar is used, wipe off the counter tops and sweep floors.
2. Flush all toilets and clear sinks of water.
3. Gym floor should be swept after use.
4. Take all trash to the dumpster and put fresh, clean liners in the cans.
5. Turn off all air conditioner sources.
6. Turn off all lights. Remember the restrooms.
7. Secure and lock all doors.

RULES FOR USE OF THE BALL FIELDS/GROUNDS

1. All teams or groups must schedule a time and location with the Facility Manager or his designated representative.
2. Each team or group should provide their own equipment (balls, nets, etc.)
3. Notify the Facility Manager of anything that needs repair or attention, such as a damaged fence, playground equipment or anything else that could be hazardous.
4. All vehicles must be in marked spaces in the parking lots. **No parking on any driveway or on the fields. No parking along the driveway beside the Parish Center Offices next to the dumpsters.**

Checklist:

1. Remove all loose equipment after each use.
2. Pick up trash in the area used. Leave area clean for the next user.
3. Lock any gates, if applicable.

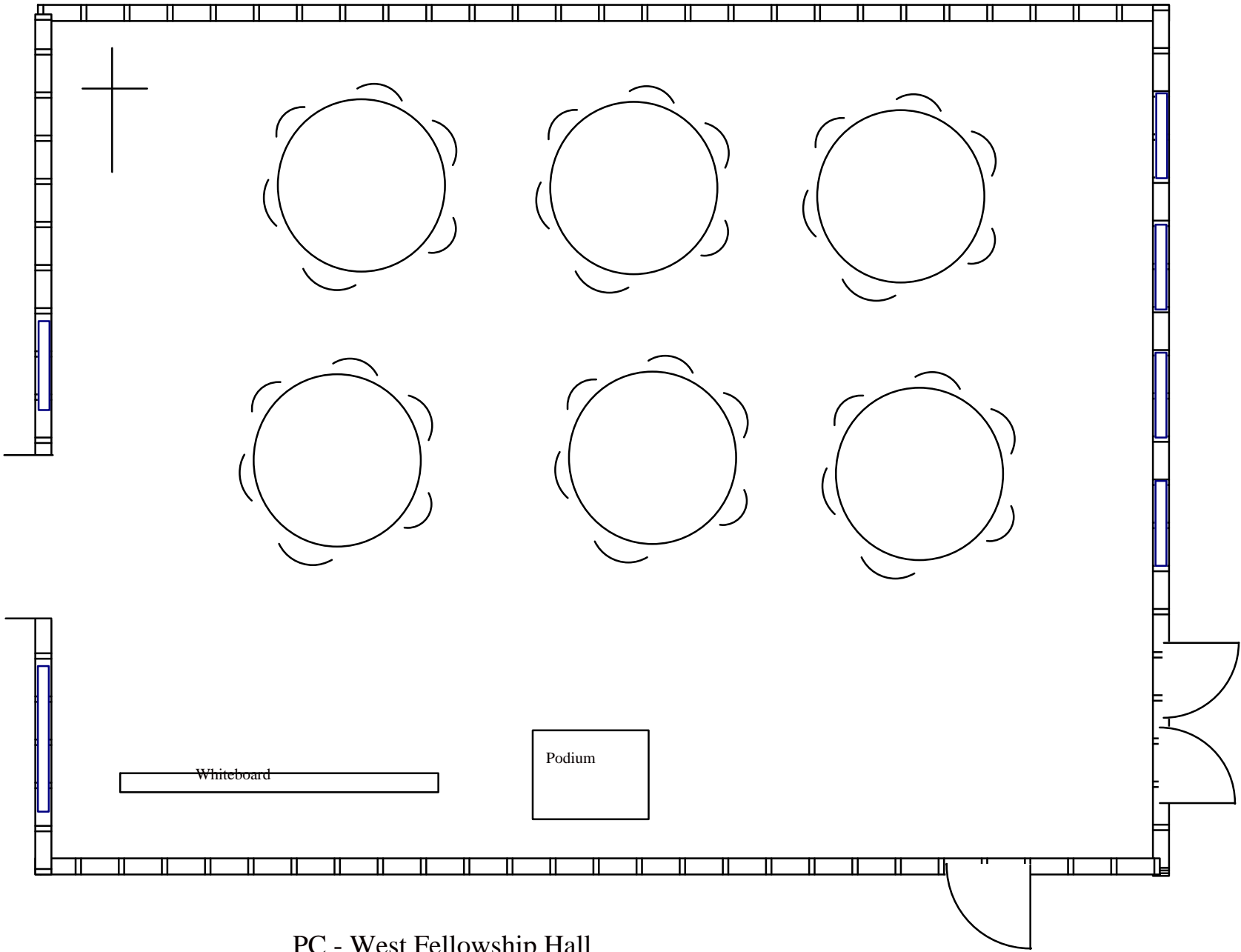


Kitchen

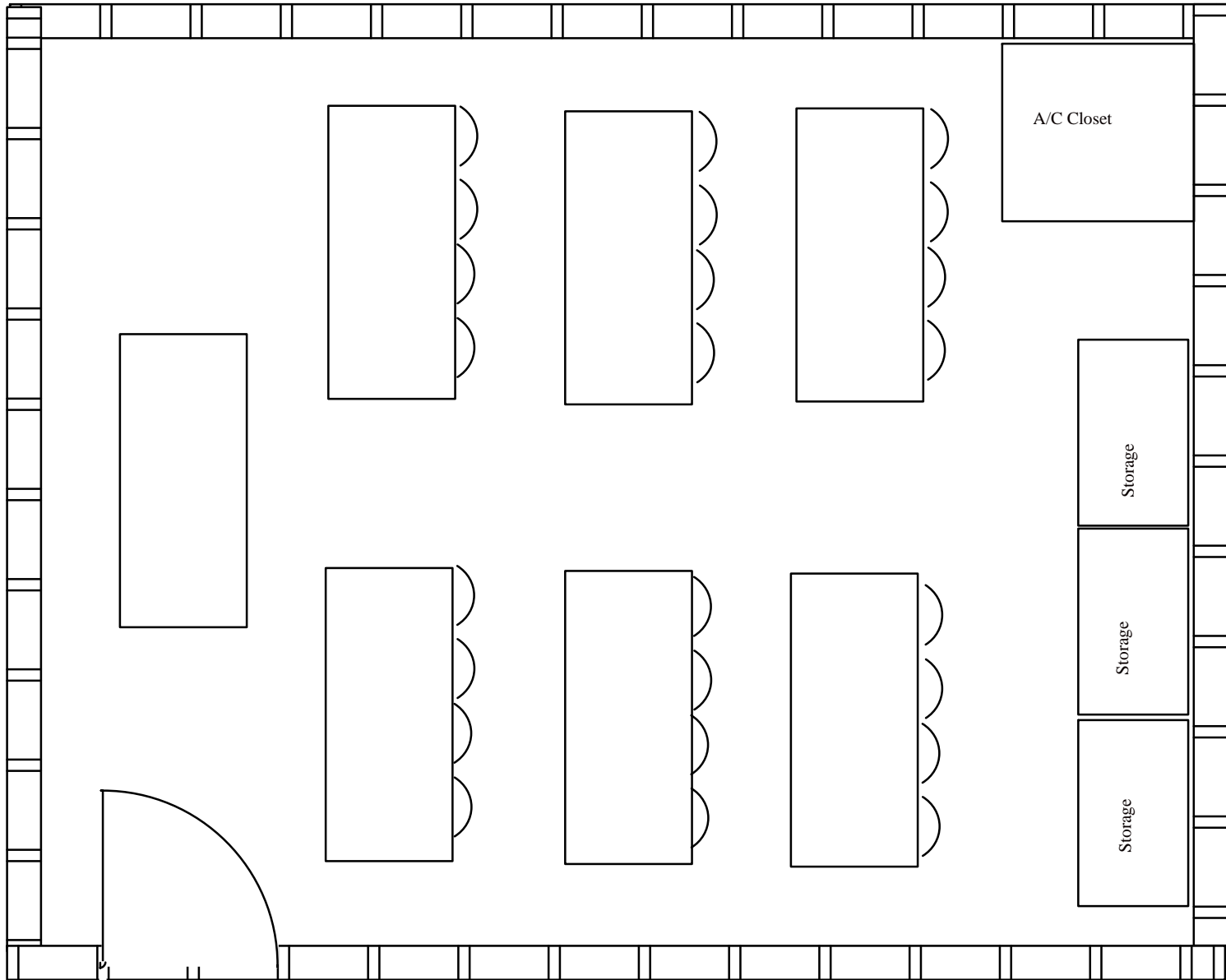
Stage

Parish Center - Fellowship Hall
14 Cafeteria tables, 12 chairs each

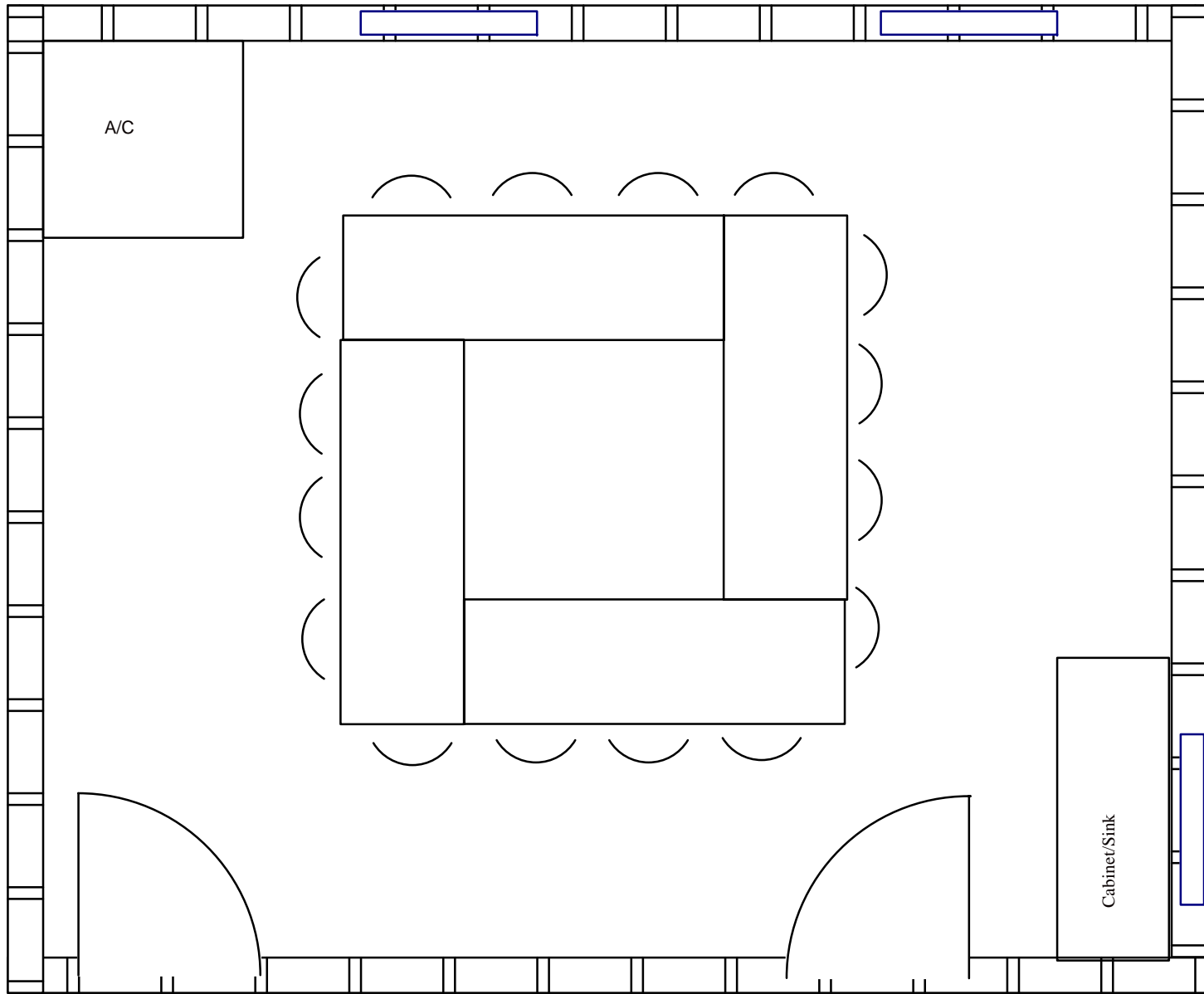
Foyer



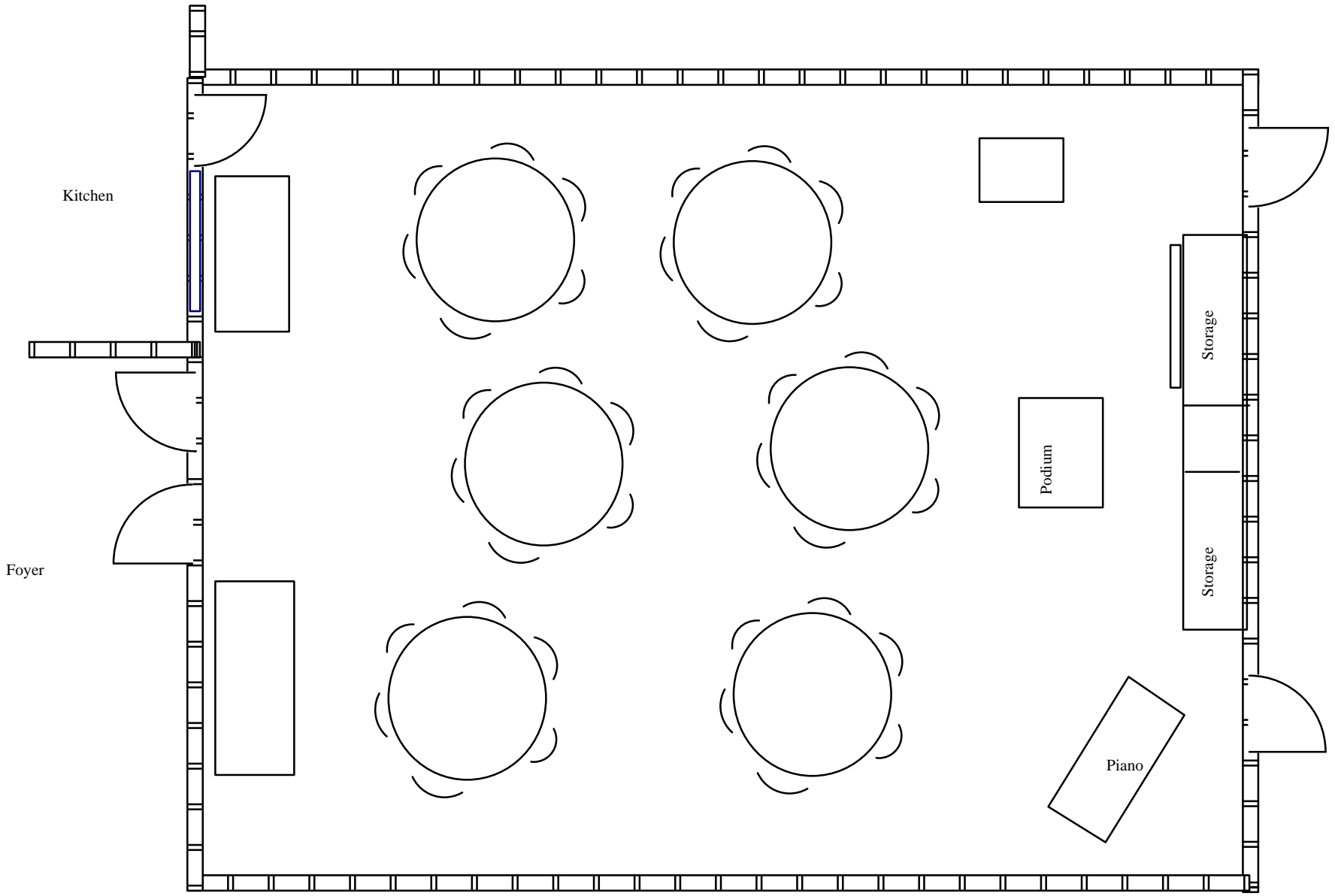
PC - West Fellowship Hall



PC - Room 302

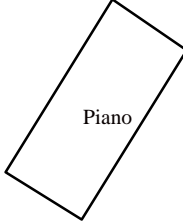
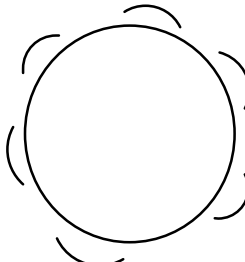
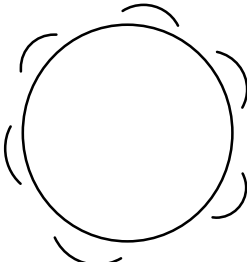
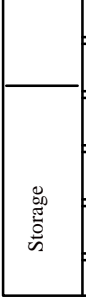
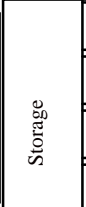
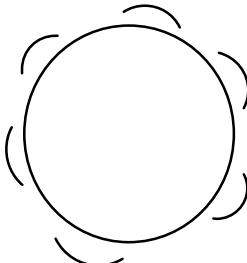
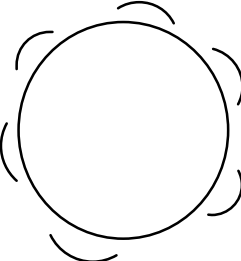
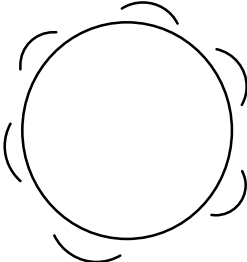
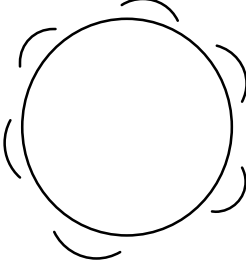


PC - Room 304



Kitchen

Foyer



Parish Hall

| | | | | | | | |
|------------------------------|---|-------------|------------|--------------|------------|------------|------------|
| Name of Group/Event: | | | | | | | |
| Dates of Event: | | | | | | | |
| | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| Event is: | <input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____ | | | | | | |
| ACTUAL Time of Event: | FROM ____:____ AM PM UNTIL ____:____ AM PM | | | | | | |

Please schedule setup/cleanup times below. Include all time during which room(s) will be unusable for other groups.

| |
|---|
| Parish Center |
| <input type="checkbox"/> PC - Fellowship Hall |
| <input type="checkbox"/> PC - West Fellowship Hall |
| <input type="checkbox"/> PC - 301 (Green Room) |
| <input type="checkbox"/> PC - 302 |
| <input type="checkbox"/> PC - 303 |
| <input type="checkbox"/> PC - 304 (with sink) |
| <input type="checkbox"/> PC - Kitchen |

| |
|---|
| Church |
| <input type="checkbox"/> Church |
| <input type="checkbox"/> Church Copy Room |
| <input type="checkbox"/> Church Grounds |
| <input type="checkbox"/> Outdoor Classroom |
| <input type="checkbox"/> Other _____ |

| |
|--|
| Parish Hall |
| <input type="checkbox"/> PH - Parish Hall |
| <input type="checkbox"/> PH - Rosary Room |
| <input type="checkbox"/> PH - Conference Room |
| <input type="checkbox"/> PH - Middle Room |
| <input type="checkbox"/> PH - Kitchen |

| |
|---|
| School |
| <input type="checkbox"/> School Classrooms # _____ |
| <input type="checkbox"/> Gym |
| <input type="checkbox"/> Library |
| <input type="checkbox"/> Conference Room |

| |
|---|
| Calendar/non-facility: |
| <input type="checkbox"/> Reminder only |
| <input type="checkbox"/> Off-site event - Location: |
| _____ |
| <input type="checkbox"/> Request Bus to be scheduled |

| |
|---|
| Fields |
| <input type="checkbox"/> Front of Gym |
| <input type="checkbox"/> Rectory Field |
| <input type="checkbox"/> Big Field |
| <input type="checkbox"/> Other _____ |

| | | | |
|--------------------------------|--|------------------------------------|-------------------------------------|
| Responsible Party | <i>(Must pick up Facility Use information from church office)</i> | | |
| Contact Numbers: | Home: | Work: | Cell: |
| | Pager: | FAX: | Email: |
| Number of Attendees: | (estimate) | | |
| Will food be served? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Will alcohol be served? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, Request Form is required.) <input type="checkbox"/> TABC License (copy) | | |
| SETUP | DATE _____ | FROM ____:____ AM PM | UNTIL ____:____ AM PM |
| CLEANUP | DATE _____ | FROM ____:____ AM PM | UNTIL ____:____ AM PM |

| | | |
|----------------------------------|---|-------------------------------------|
| <i>For Office/Staff Use Only</i> | Date Form Received: | |
| NOTES: | Facility use fee _____ | |
| | Cleanup deposit \$100 _____ | |
| | Hiring custodian _____ | |
| | Other _____ | |
| CALENDARS TO POST: | <input type="checkbox"/> Master <input type="checkbox"/> School <input type="checkbox"/> Parish <input type="checkbox"/> Team <input type="checkbox"/> Teacher | |
| | <input type="checkbox"/> Fr. Gavin <input type="checkbox"/> Fr. Mark <input type="checkbox"/> Mike <input type="checkbox"/> Susan <input type="checkbox"/> Deacon Blue <input type="checkbox"/> Amy <input type="checkbox"/> Lea | |
| APPROVAL: | <input type="checkbox"/> Yes <input type="checkbox"/> No | BY: _____ DATE: _____ |