

St. Cecilia Facilities Use Guidelines and Agreement

Availability of Space:

The St. Cecilia Church complex serves as a base of operations for our parish mission and ministry. While parish-related activities take priority over other uses, these guidelines are meant to describe procedures for other individuals or groups to use available space at other times. Factors such as the scarcity of parking spots, the relatively small size of our facilities, and the limited staff available for maintenance and security impose additional limits on how and when these facilities can be used. Thus, the following guidelines are applicable for on time or occasional use.

- A "**USER**" is defined as a registered parishioner who requests use of parish facilities for a private event or by another individual, community group or organization. Priority is given to a group or organization whose purpose is closely related to the mission and ministry of the parish. Approval for the use of grounds or facilities, however, does not constitute or imply endorsement of that group, their mission or positions.

Facilities Available to Users:

- Parish property/space is available for users and their accompanying guests either for a nominal fee or without cost in accordance with and subject to compliance with the guidelines articulated below.
- The spaces available for use are the Parish Hall, and the small meeting rooms on the lower level with the ground level entrance. Ordinarily, the Atrium at the end of the hallway on the lower level is not permitted to users. There is access to the lower level rest rooms and limited access to the parish kitchen as described herein.
- No event may exceed the capacity (165) of the Parish Hall.

Process for Rental of Parish Facilities:

- When a request is made for use of parish facilities, one person is designated as the contact person / responsible party or user. He/she will be responsible for compliance with the guidelines contained in this document. That person will also be responsible for the safeguarding of any key that may be issued, for the providing of a damage deposit, and for any necessary communication with parish staff.
- The parish Pastor or Administrative Assistant reserves the right to refuse permission for use of parish facilities at their personal discretion.
- A damage deposit of \$100 is payable not less than 48 hours in advance of a user event, and will be refunded afterward, once it has been determined that the event has been compliant with these guidelines.
- Printed copies of these guidelines and of emergency contact information will be given to the user at the time a reservation is made.
- The specific time frame of an event is to be communicated when a user agreement is made.
- Parish staff members have the authority to enforce compliance with this agreement.

Parish Practices:

- A posted list of contact information for use in the event of an emergency or other problem is to be mounted on a wall in the Parish Hall. If it is determined in advance that someone needs to

be on site during the event for security or safety reasons, the additional cost must be borne by the user.

- Members of the parish staff may or may not be present in the building at the time of the event.
- For the following types of use, either members of the parish staff or other approved paid staff or volunteer are required to be present:
 - User activity that involves use of the kitchen facilities (ex. the preparation of food and associated clean up)
 - User activity that occurs during hours when the church building is not normally open (unlocked)
- Except with prior authorization and for legitimate reason, no activities or materials are permitted in the buildings or on the grounds that deviate from those covered or authorized by parish insurance policy coverage such as overnight use. Such authorization will be granted or denied by the Pastor or by staff to whom such authorization is delegated.
- Within reason, parish activities (such as funerals or other unanticipated events) always supersede and nullify requests for use, even if a damage deposit has already been made.
- Use of the building by non-parishioners for wedding receptions/rehearsal dinners or funerals is at the discretion of the Pastoral Associate or other staff members who are working with the family to arrange the liturgical events; funerals and related activities may displace other events.

Use of Alcohol and Tobacco:

- The serving of alcoholic beverages such as wine or beer is restricted by St. Cecilia's Alcohol Guidelines. Any intended use must be submitted for approval before the facilities use agreement is signed.
- Users should note especially that they are responsible for any consequences of the use of alcohol at their event.
- Smoking is never permitted in parish buildings, and is highly discouraged on or near parish grounds.

Safe Environment:

- The Church of St. Cecilia follows the Archdiocesan guidelines and seeks to provide a safe environment all parishioners and visitors, especially children and youth. Adult supervision is required at all times both inside and outside the church building during the scheduled events. No fewer than two adults should be present at all times during any program or event. Users bear full responsibility for the safety of children present. St. Cecilia's assumes no responsibility for the safety of guests.

Facility Operations and Property Use:

- The following parish property is available to the user: coffee pot, silverware, salt and pepper shakers, dish towels and wash cloths, garbage bags, stove and refrigerator, plates, bowls, punch bowls, and pitchers for serving coffee and water.
- As a matter of policy, the parish, for its own programs, uses only compostable or washable dishes and utensils. Parish owned washable dishes and/or utensils may only be used when an authorized, trained person is available to run the dishwasher.
- Use of sound system or audio-visual equipment must be arranged beforehand.
- If any of the aforementioned parish property items are used, the user shall clean and otherwise

maintain such property according to the parish environmental practices as indicated by signage and bins throughout the building (including recycling materials, using and washing dishes and silverware or using recyclable, “disposable” dishes and silverware). Any decorations or decorative items or signage must be removed immediately and completed following the event.

- Users are responsible for the following tasks upon completion of an event:
 - removal of garbage
 - wiping tables and chairs
 - turning out lights (including restrooms)
 - emptying and cleaning of coffee pots
 - rinsing of coffee urns (without submerging them into water)
 - removal of all food from refrigerator
 - returning all tables and chairs to their original locations
 - securing of the building.
- The clean up after user events is not a responsibility of the parish staff. If a complete clean up post-use is required, the expense incurred in doing so will be deducted from the damage deposit or the user billed for such expense.
- Chairs and tables owned by the parish may not be borrowed for use off site and may not be removed from parish grounds.
- Users assume the full repair and/or replacement cost (not limited by the amount of the damage deposit) of any parish property that is damaged or destroyed, or any other costs incurred (such as pulling a fire alarm) during rental events.
- Adjusting heating/cooling controls is not permitted.
- Given space limitations, storage of user’s equipment or supplies should be offsite unless prior arrangement has been made with the church office.
- The elevator may be used only by persons with disabilities or for the purpose of transporting materials/furniture.

I have read, understand and agree to the terms of the guidelines above **including the guidelines regarding the legal and moderate use of alcohol at my event, and accept full responsibility for this use and any consequences thereof.**

User’s Signature

User’s Printed Name

Date

St. Cecilia’s Representative

St Cecilia’s Representative Signature

St Cecilia’s Representative Printed Name

Date