

ST. ELIZABETH ANN SETON CHURCH USE OF PARISH FACILITIES POLICY

December 2019

POLICY.

All facilities at St. Elizabeth Ann Seton (SEAS) shall be assigned, used and cared for in a manner which serves and supports the ongoing mission of the parish.

PURPOSE.

To provide guidelines for the most equitable and efficient use of all parish facilities. Included is information needed for scheduling and general use.

FACILITIES DEFINED.

Facilities include the Church, School (classrooms), Pius XII Catechetical Center (classrooms, kitchen, Cafeteria, Auditorium), Parish Activity Center (main floor/gymnasium, kitchen, meeting rooms), Pavilion, Parish Hall (kitchen, hall), athletic fields (soccer, baseball), Pole Barn, and all parking lots.

PRIORITIES.

The following is the standard that will be used to determine the priority of use:

1. Religious and liturgical services.
2. SEAS School activities during normal school hours.
3. SEAS School team athletic games/activities after normal school hours.
4. Formation Program activities after normal school hours.
5. SEAS School team athletic practices after normal school hours
6. Youth Ministry Program activities after normal school hours.
7. Regularly scheduled SEAS parish activities.
8. Special SEAS parish or school events.
9. Affiliated organizations with SEAS parish or school (Knights of Columbus, Catholic Daughters, etc.)
10. Diocesan activities.
11. Unaffiliated organizations

SCHEDULING.

St. Elizabeth Ann Seton is a very active parish with not only a school, but many organizations and ministries. We are experiencing increasing demands for a limited supply of facilities, which means that requesting users may not always get what is requested. SEAS reserves the right to schedule facilities for the most efficient use of space and utilities.

All requests throughout the year to use ANY facility must be submitted on

the parish Facility Scheduling Request (Enclosure 1). The staff will use the eSPACE program.

The Facility Scheduling / eSPACE request must be submitted at least ten business days in advance of the event. The parish reserves the right to not consider any request that is not submitted within this timeframe.

Scheduling late due to lack of planning will not automatically be approved. Unforeseen events will come up. But, as a general rule, we do not want to punish an organization by cancelling their event for a lack of planning by a group with a higher priority.

For requests on a recurring basis, please complete one Facility Scheduling Request form and attach with it a list of all the dates requested. If there are changes in times, etc. from one event to another, then a separate Facility Scheduling Request should be completed for each date.

NOTIFICATION.

The parish Facilities Scheduler will notify all users with the results of their requests as appropriate.

ATHELICS.

As stated in the Priorities paragraph above, the use of athletic fields is given to SEAS school's sports teams for their practices and games.

Athletic practices or games for any organization not affiliated with SEAS school and parish will be considered on a case by case basis.

Athletic teams, though they may be coached by a parishioner/parent of a former/current SEAS student, or consisting of former/current SEAS students, not playing as part of the SEAS school class league play, are considered to be non-SEAS teams and an unaffiliated organization. This also includes club, select or private teams. Per diocesan policy, these teams must furnish SEAS with a Certificate of General Liability Insurance in the prescribed amounts naming SEAS as additional insured.

The Diocese, who also uses the parish facilities for league games, and SEAS school are both required to provide the parish timely notice of their game schedules, cancellations or changes to their schedules.

DEPOSITS.

If any user of our facilities fails to follow our facility guidelines by not cleaning up or cause other problems, the parish may require that the user make a deposit for future event requests and reserves the right to revoke facility use privileges.

FOR-PROFIT ORGANIZATIONS and INDIVIDUALS.

As a tax-exempt organization, we do not permit a "For Profit" user to use our facilities. This includes arrangements to offer free classes, seminars, meetings, etc. to parishioners and/or offer a rebate to the Parish.

CONTRACTS / AGREEMENTS.

The Contract for Use of Facilities (Enclosure 2) may be required for special events.

The Unaffiliated Organization Agreement (Enclosure 3) is required to be signed annually by any organization, if permitted, to use our facilities but is not sponsored or supported by the parish. An example is the YMCA.

INSURANCE.

Parish-sponsored organizations (Seton Mom's, Ladies Guild) for example, as well as parish sponsored events, are covered through our parish insurance.

Non-parish organizations and groups, such as the Knights of Columbus, Schoenstatt, Catholic Daughters, etc. (unless Charter members of the parish) need to have liability insurance provided to the parish by their sponsoring organization in the form of a Certificate of Insurance, naming both the Diocese and St. Elizabeth Ann Seton as additional insured's to their coverage by an endorsement to their policy. This is normally turned in with the annual Unaffiliated Organization Agreement, and is a prerequisite to using any parish facilities.

To apply for coverage, a Special Events Application form (Enclosure 4) must be completed and sent to the parish Facility Scheduler, with payment, at least 21 days prior to the event.

ALCOHOL.

The Diocese policy on the use of alcohol is at Enclosure 5. This policy outlines the minimum regulations for when beer or wine is permitted. We require that any individual, family, or organization who uses the parish facilities must complete a Contract for Use of Facilities and provide the parish proof of coverage in the amount of \$1,000,000 (minimum) and name the parish and the Diocese of Ft. Worth, its employees and volunteers, as additional insured's if alcohol is served. As above, Special Events Coverage is available if the sponsor is unable to provide the Certificate of Insurance.

Also, if the special event is BYOB, the alcohol must be served from a bar by a bartender. Other than what is mentioned in Diocesan policy, alcoholic beverages of all types are strictly prohibited.

POLICE.

If alcohol is used, the parish will contact and schedule off-duty policemen for the event. All users, including the parish and school organizations, will pay for this at the rate charged to the parish. Police presence is required from 30 minutes prior to the event and lasts until 30 minutes after the event.

ACCESS.

Access cards are used in our parish. Users will need to sign for these during our office hours; charges are applicable for lost or damaged cards/keys.

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

SET-UP & TAKE-DOWN .

The parish maintenance staff has no capability for the set-up and take-down of rooms for meetings and functions. The facility user should expect to set-up and takedown for their function using their own organizational members, volunteers or attendees.

For parish staff members, the general rule is that the appropriate staff group is expected to set-up and takedown using organizational members, volunteers or attendees as practical. Parish or large event support may be available if requested. Include a set up diagram on a separate sheet, along with a copy of the schedule request, when the initial request is submitted.

For parish organizations with seniors or individuals that are not physically able to set up a tables or chairs, the maintenance staff may assist where necessary. This must be planned for on the Facility Scheduling Request and may be approved if appropriate and possible.

Any specific information required for the event must be submitted on the Facility Request Form so that we can be sure that needed items are available and pre-positioned in the facility before use. The parish reserves the right to either cancel and/or restrict future use of our facilities for failure to turn in a request in a timely manner.

PRE-EVENT MEETING.

Users are requested to have a pre-event meeting (in person or telephone) with the parish Maintenance Director (or designated representative) at least one week in advance of the scheduled event if it is necessary. This will help to update the Facilities Request and enable both the user and the parish to attend to any details so that a “last minute crisis” can be avoided.

SUPERVISION.

The parish requires that users of our facilities supervise their guests and children at all times. Children are not to be left unattended or allowed to “roam free” in the facility or on campus. For example, children are not to climb and sit on the gym bleachers when they are closed against the wall.

CLEAN UP.

All of our facilities have guidelines on what is expected for cleanup before you depart the facility. These instructions are available when the facility is reserved. Basic cleaning and pick up is expected. See Enclosure 6.

CANCELLATIONS.

The parish Facilities Scheduler must be immediately informed of any cancellations. A primary reason is that the heating and air conditioning for our facilities is determined by what is scheduled. Failing to give notice of a cancellation means that we are heating or cooling facilities that are not being used, costing the parish unnecessary expense. Not informing the Facility Scheduler of cancellations could, at the discretion of the pastor, result in the loss of facility privileges to using individuals and/or organizations.

CURFEW.

Small group meetings and events are expected to end by 8:30 PM and to vacate the building no later than 9:00 PM. Special events require permission to go beyond 9:00 PM.

RATES & FEES.

At this time we do not rent our facilities.

MISCELLANEOUS.

- No glass containers are permitted for safety reasons.
- No Silly String, Silly Putty, etc.
- Food or drinks are allowed only in specified areas.
- No colored juices or drinks are permitted in carpeted rooms or the gym floor area of the Activity Center floor to prevent damage.
- ALL parish facilities are NON SMOKING.

- Exterior doors are not to be propped open.
- No tape, glue, staples, nails or pins are to be used on walls in any parish or school facility. Staples, pins and tape are permitted only on a cork strip, if provided in the facility.
- No burning candles, of any size, or open flame is permitted in any room or facility with the exception of the church.
- Extra care is expected when school classrooms are used. Student and teacher desks, supplies, etc. are not to be disturbed or used.
- Organizations are not permitted to store items, equipment or supplies in any facility. We suggest that organizations purchase storage totes or containers and have their members bring in what is needed for each event.
- Coffee and supplies are available in the Pius XII Catechetical Center kitchen, Parish Hall kitchen, and Activity Center Cafeteria kitchen; it is the responsibility of the using organization to make their own coffee and clean up. If you will have a large group, plan ahead so that we can have adequate supplies available.

The Parish reserves the right to modify, adjust, add or delete to this policy at any time, without notice, for the best interests of the parish.