



St. Monica Catholic Church

6131 N. Michigan Road Indianapolis, IN (317) 253-2193

Facility Use Guidelines

Revised October 11, 2011

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GENERAL GUIDELINES

St. Monica Catholic Church facilities will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of St. Monica Catholic Church as listed below:

MISSION STATEMENT

St. Monica Parish is a multi-cultural Catholic community advancing our faith by making the Word of God come alive through prayer, liturgy, education evangelization, and stewardship.

STATEMENT OF POLICY

Our parish has been blessed with wonderful facilities to carry out the mission of the church.

Therefore, proper oversight must be given to ensure that:

- Adequate facilities exist to effectively carry out the mission objectives and goals.
- Users exercise proper care and safety when using the facility
- Such facilities are properly protected against loss or misuse.
- Wise stewardship is being expressed through energy conservation, cost reductions, safety measures, and thorough clean-up of facilities after use
- The life of the facilities is extended through proper maintenance.

QUALIFICATION FOR USE OF THE FACILITIES

Priority for the use of facilities shall be given to parish staff and organized groups that are a part of the ministry, organization, or sponsored activities of St. Monica Catholic Church as follows:

1st Priority – Parish or Pastoral Staff

2nd Priority – Parish or school-sponsored committees and councils and parish-recognized ministries

3rd Priority – St. Monica parishioner private events

4th Priority – Non-parish organizations – Parish space is not available to non-parish groups unless the event is hosted by a parish ministry and the focus of the event reflects the ministry's mission.

FACILITY REQUESTS

Requests for space for recurring programs and meetings will be scheduled on an annual basis and should cover the needs for the 11 month period beginning August 1 and ending June 30. (We reserve the month of July for Parish Maintenance; thus, no meetings are scheduled in July.) Space requests for Staff Programs will be scheduled first in June and early July followed by Commission and Ministry Leader meeting requests in late July and August. Requests for the upcoming calendar year will be accepted on May 1 of each year. Although we will do our best to accommodate everyone's preferred room choice, we do not guarantee any particular space.

Requests from staff and ministry leaders for one-time/special meetings will be considered throughout the year and may be scheduled if space allows.

All facility requests must be submitted for approval to the Parish Office using a *Facility Request Form* available at www.stmonicaindy.org. (Please see Addendum I for a sample form.) The *Facility Request Form* applies to all available parish worship and meeting spaces. An approved Event Sponsor who will be present during each activity must be identified on the form. This individual is responsible for the care and condition of facilities by the group requesting facility use.

Requests for space can be submitted via email at parishoffice@stmonicaindy.org or delivered in person during regular office hours. You will receive email confirmation that your room has been reserved. If you do not have internet access, please call the parish office at 317-253-2193 x-2 and make arrangements to receive your confirmation in person.

EVENT/MINISTRY SPONSOR

The Event Sponsor is the individual, assigned by a group or organization using parish facilities, who accepts responsibility for adhering to the policies in the *Facility Use Manual and Guidelines*. Ministries with more than 10 members or events spanning more than 8 hours (including set up and clean up time) require more than one Event Sponsor.

Requirements of the Event Sponsor include the following:

- at least 21- years old;
- present through the entire event, from set up through cleanup;
- responsible for and capable of abiding by guidelines established in this document and returning facilities to their original condition.

KITCHEN GUIDELINES

St. Monica is blessed to have two wonderfully equipped kitchens. The St. Augustine Kitchen Ministry has taken great efforts to establish guidelines for their use that will serve to keep both kitchens a healthy environment for all.

- All items in refrigerators and pantries are property of St. Monica and are not for general use
- Paper products provided are for ministry use only and not private events.
- Items in cupboards, pantries, and refrigerators are not for general use
- It is expected that the equipment available in the St. Monica kitchens are for reheating prepared meals, not for preparation and cooking.

Upon conclusion of your event:

- Please dispose of all leftovers. Do not leave any items you've brought in the refrigerator. Any food remaining in parish refrigerators will be disposed of.
- All equipment or appliances used must be returned to proper place
- Wash all dishes, utensils, and containers and return to proper storage area(s)
- Turn off stove and all other appliances
- Clean trays in warming ovens if soiled
- Wipe off counters, range tops, microwaves
- Clean sinks of all debris
- Sweep and mop floor if necessary
- Remove all trash to dumpster in parking lot
- Turn off lights when you leave

PLEASE REVIEW PHOTOS OF KITCHEN LAYOUT AND MAKE SURE KITCHEN IS RETURNED TO THAT CONDITION BEFORE YOU LEAVE.

BUILDING ACCESS

1. Keys and Access/ID Card-Keys will be provided to the recognized leaders and representatives of the various parish-sponsored groups, organizations, councils or committees on a permanent basis.

- Users will be asked to sign a Key Receipt Form (see Addendum III for sample.)
- Lost keys will be subject to assessment of a Lost Key Fee.
- Card-Keys shall be used only during authorized access hours.
- Users with affiliations to multiple groups may only use Card-Key for access relating to the group for which the key was issued.
- Attempts at unauthorized access will result in forfeit of Card-Key, as well as revocation of any and all access privileges.
- Users may not lend their ID Card-Key to any other person.

2. Users who have not been given permanent keys will be required to sign out a key at the parish office during regular office hours. If access is required outside regular business hours the user shall make arrangements to pick up and sign out the key during regular business hours, which are Monday through Friday – 8:00 AM to 4:30 PM.

3. Signed out keys will be returned to the Parish Office immediately after the conclusion of the scheduled meeting or event.

- If the return of keys is scheduled to occur after regular business hours, the key(s) shall be dropped off into the parish drop box.
- Users must notify the parish office of lost keys immediately.
- Lost keys will be subject to assessment of a Lost Key Fee.

4. Normal operational hours for parish facilities are between 8:00 a.m. – 11:00 p.m. Any use outside these hours must be approved by the Pastor or the Parish Business Manager.

5. Parish facilities may be closed on recognized national holidays and Holy Days of Obligation.

The parish alarm system is activated at 11:00 p.m. All staff and guests must be out of the building or your group will be charged \$100 for the non-emergency police run fee St. Monica incurs.

FACILITY USE RENTAL FEE

Donations to offset operational costs for the facility will be expected from all users, based on a variety of criteria, including type of event, organizational relationship, event location, etc. In addition, a refundable security deposit may also be assigned to ensure proper cleanup and care of parish property.

2010-2011 Facility Rental Fee Schedule for Private Events

| Room | Permitted Activities | Max # of People | Rental Rate (limit 4 hours) |
|-----------------------------|--|-----------------|--|
| Church | Sacraments & Liturgies | 750 | \$200 parishioner / \$300 member < 1 year |
| Chapel | Sacraments & Liturgies | 50-60 | \$100.00 |
| Emmaus Center | Private Events | 150-200 | \$350 + \$250 refundable damage deposit |
| Emmaus Center + Kitchen | Private Events | 150-200 | \$450 + \$250 refundable damage deposit |
| St Augustine Room / Kitchen | Private Events | 80 | \$250 + \$100 refundable damage deposit |
| PMC 1 & 2 | Private Events | 75-80 | \$200 + \$100 refundable damage deposit |
| St Ambrose Center | Not Rentable (Only Available for Parish Wide Events) | | |

Important Note: Events scheduled in St Augustine Room may be moved, rescheduled, or canceled if the space is needed for a Mercy Meal following a funeral. This space does not include the adjacent conference room.

PRIVATE EVENTS

- Registered parishioners may rent space for private events (e.g. wedding receptions, baptism celebrations, etc.) for up to four (4) hours, per the schedule above.
- Private events should be planned to finish no later than 11:00 p.m.
- Facilities must be returned to their original condition (including disposing of all trash, turning off lights, closing and locking doors) or groups will risk losing their deposit.

CANCELLATION / RESCHEDULING EVENTS

This is a large parish with limited meeting space. If you find you do not need the meeting space your group has reserved, please be considerate and contact the parish office as soon as possible, so that we may offer the space to other groups who may need it. The parish staff reserves the right to refuse meeting space to groups who habitually book and do not use facilities they reserve.

GENERAL USE GUIDELINES

St. Monica Catholic Church has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event. To make all events enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect our neighbors, as well as others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking is not permitted within the parish facilities. (See parish smoking policy)
4. Dining or the serving of food is limited to pre-approved designated areas.
5. Serving alcoholic beverages is limited to pre-approved events and designated areas.
6. Use of candles is allowed only in designated areas and must be approved by the Director of Facility Operations.
7. The user is expected to leave the building clean and in the same condition it was in prior to the event. All items associated with the program must be removed immediately following the event.
8. Tables, chairs and any equipment used must be returned to their original position/location after use.
9. Furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the parish will be used exclusively for ministry functions of St. Monica Catholic Church, and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
10. Use of decorations in the facility and on the grounds of St. Monica Catholic Church must be approved by the Director of Facility Operations. Decorations may not be affixed to painted walls at any time. No items may be affixed to any surfaces without prior consent. This includes affixing items with tape, glue or pins. Staples and nails may not be used at any time. The use of helium filled balloons may be permitted with prior consent.
11. The requesting individual/group will be held responsible for any damage that occurs to the facility during their scheduled event.

12. The requesting individual/group assumes liability for injuries to persons attending the event and for damages or loss of user's property.

13. The requesting individual/group assumes responsibility for securing the parish facilities during and after the completion of event or meeting. This includes assuring all doors and windows are locked, all lights are off, and no one is remaining on premise.

14. *When younger children are in attendance for sponsored events they must be under the control of their parents or adults at all times and are not permitted to roam freely on parish property. While it is always desirable that children under the age of 18 be accompanied by a parent or guardian unless they are participating in a program led by VIRTUS trained and background-checked adults, we recognize that there may be times when older children may be present for activities related to their involvement in ministries or other parish life activities. Trips to the bathroom, especially for younger children, should be with a parent or legal guardian.*

15. The following items are not allowed in or on church property:

- Weapons

- Controlled substances/drugs

- Anything that would distract from a Christian atmosphere.

16. The parish staff reserves the right to re-assign small groups who have reserved large meeting facilities into smaller meeting space as needed.

17. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

St. Monica reserves the right to cancel any use agreement at any time if group is not in compliance with St. Monica Catholic Church's mission and *Facilities Use Manual and Guidelines*.

ADDENDUM I

Facility Request Form

Application Date: Organization:

Email:

Applicant's Name:

Title (if any):

Address:

Telephone: () -

Event

Event --**Select Event**--

Name:

Type:

1st Space Requested: --Select Location--

2nd Space Requested:--**Select Location**--

Additional Needs: (Audio, video, etc.) *Please describe...*

Event Supervisor #1:

Event Supervisor #2:

Events lasting more than 8 hours require 2 supervisors.

One Time Event

Event Day

Month: -- Select Month --

Date:

Year: -- Select Year --

Requested:

Recurring Events (*For recurring events, please see dates that the facility will be closed.*)

Start Date: Month: -- **Select Month** -- Date

End Date: Month:-- **Select Month** -- Date

Frequency: --**Select Frequency**-- on the --**Select Week**-- --**Select Day**--

Date Exceptions:

Please type in dates you will not meet

Event Times

Setup Time:

From:

Not Applicable

To:

Not Applicable

Day Before

--Hour--:--Minute--

--Hour--:--Minute--

AM

AM

Event Time:

From:

--Hour--:--Minute--

To:

--Hour--:--Minute--

AM

AM

Clean Up Time:

From:

Not Applicable

To:

Not Applicable

--Hour--:--Minute--

--Hour--:--Minute--

AM

AM

- - - *For Office Use Only* - - -

Donation Schedule:

Parish Sponsored Non-Parish Sponsored

--Choose Applicable Event Donation-- --Choose Applicable Event Donation--

Security Deposit: Not Applicable Received Amount: \$ Check #:

Certificate of Insurance: Not Applicable Received

Event Scheduled: Yes No Entered in Calendar: Yes Confirmation Sent: Yes

ADDENDUM II

Event Planning Checklist

Please use the following checklist as a guideline for assisting in planning your event.

Will you need refrigeration?

Will you be providing food?

What type of food?

light refreshments/snacks?

dinner?

drinks?

alcohol?

Will food be:

cooked on premise?

self-serve?

catered?

Will you need access to:

stove/oven?

coffee urns?

Will there be music?

Will you use:

a CD player or IPOD?

a DJ?

a band?

Is this event connected to another event? (liturgy, procession, party, fundraiser, etc)

How many people do you anticipate?

Will there be children?

How many children?

What style floor plan will you use?

assembly, with center aisle?

banquet hall?

with dancing?

meeting?

Do you need tables or chairs?

How many tables will you set up?

How many chairs will you set up?

How many people do you have for set up?

How many for clean-up?

Will you need a microphone?

Will you need a podium?

Will you show a video presentation?

ADDENDUM III

St. Monica Parish Key Receipt Form

«Title» «First_Name» «Last_Name»

«Department»

Proximity Key Received: «Card_Active»

Facility Keys: «Extra_Keys»

Date Issued: «ID_Badge_Received»

I, «First_Name» «Last_Name», have received the keys listed for authorized use of facilities at St. Monica Parish. I understand that I am not to lend my keys to any other individual, and that my keys are to be returned to the Parish Office once I am no longer employed or volunteering at St. Monica Parish. I further understand that there is a fee for any keys that are lost or not returned.

_____ [] I have received the facility use guidelines
«Title» «First_Name» «Last_Name»

(Signature)

Date

| Keys | Lost Key Fee |
|----------------|--------------|
| Proximity Card | \$10.00 |
| Facility Key | \$ 5.00 |

| Record of Returned or Lost Keys | | | | |
|---------------------------------|---------------|-----------|----------|-------------|
| Key Code | Date Returned | Date Lost | Fee Paid | Received By |
| | | | | |
| | | | | |
| | | | | |