

St. John the Apostle Church/School

Facilities Use Guidelines

CHURCH/SCHOOL FACILITIES AND GROUNDS

Statement of Guidelines

These guidelines were established to make sure the facilities and grounds are available for the use of active, tithing parishioners who are supporting the construction and upkeep of the facilities, unless special permission for a community event is given. Parish and school events take precedence over all other requests.

I. General Rules

- A. The facilities governed by this policy include all church property such as the parish hall/kitchen; brides and grooms rooms, school kitchen, gym, classrooms, library, and ball fields.
- B. Facilities are available to organizations recognized by the Parish Council and registered parish members only. Any exceptions must be approved by the Pastor/Parish Council.
- C. No alcohol is allowed without Parish Council/Pastor approval.
- D. No equipment, supplies or furniture may be removed for personal use without the approval of the Pastor/ Parish Council.
- E. No permanent displays or decorations may be placed in the facilities unless approved by the Parish Council.
- F. Temporary decorations in the church facilities may not utilize tape, staples or tacks. Decorations may be suspended from ceiling tile support "Ts" using commercially available brackets, Sticky tack may be used on cement block walls only (sticky tack leaves grease marks on other wall surfaces).
- G. No parish or school organization will be allowed permanent storage space in the church facilities without the approval of the Pastor/Parish Council.
- H. No balls or flying objects allowed in the Parish Hall or school hallways.
- I. Tables and chairs must be put in proper storage after use in Parish Hall and gym.
- J. Please be considerate of others and inform scheduler of any cancelled reservations.

II. Making Reservation

- 1. Reservations must be made through the School and/or Church office.
- 2. No reservations are confirmed until the parish member or a responsible organizational representative signs the "Use of Facilities and Grounds Agreement Form." This form serves the following functions:
 - A. Reserves the facility for the date and time requested.
 - B. Identifies the activity so incompatible functions can be identified (i.e. band concert in the gym and a silent retreat in the parish hall).
 - C. Releases the Parish and its representative from liability for loss or injury.
 - D. Informs the user of specific use rules for the facilities and grounds.
 - E. Records the fees charged and collected.
 - F. Identifies the number of people attending so efficient use of the facilities can be managed (i.e. groups should be reserving rooms appropriate for the size of their group).
 - G. All fees and deposits must be paid when the "Use of Facilities and Grounds Agreement Form" is signed.
 - H. Facilities and grounds will not be available during regularly scheduled and Holy Day

Mass times and during Lenten services without the approval of the Pastor.

I. Reservations made by recognized parish organizations will not be charged a fee and will not be required to submit a damage deposit.

J. Parish members renting the facilities or grounds for personal use will be required to pay a fee according to the schedule below and will be required to submit a damage deposit of \$250.

K. Reservations of the kitchen by a parish member for personal use will be limited to coffee, water and sink use unless other arrangements are made with the kitchen manager in advance.

L. St. John's facilities and grounds may not be rented or reserved for personal or group moneymaking projects, with the exception of fund raising activities conducted by the Parish organizations recognized by St. John's Parish Council.

M. Reservations are made on a "first come, first serve" basis. Any negotiations for already reserved facilities will be the responsibility of the organizations or persons concerned (not the scheduler).

N. If the Church and Bride's room are reserved for a wedding, but they do not reserve the church hall or meeting room, these facilities can be reserved by others provided their use does not interfere with the parking or other activities of the wedding party.

O. Scheduler will make arrangements for access to scheduled rooms (i.e. scheduler will either have rooms unlocked as needed or checkout keys as per St. John's security policy).

III. Special Events

A. Funerals

1. Funerals have priority for the church hall and kitchen with the exception of a wedding.
2. Family gatherings or other functions, which are displaced by a funeral, will be moved to the gym or other suitable church facility based on the group's needs and size.
3. Funerals scheduled during school days will have priority over the parish hall.

B. Weddings

1. The wedding party may reserve the parish hall and/or kitchen when they reserve the church and bride's room. Use of the additional room(s) will be subject to the fee schedule below.
2. The hall should not be reserved for times that would interfere with a scheduled wedding. This would include set up and clean up activities in the hall that would interfere with the wedding. This would also include parking problems caused by hall use prior to or after the wedding.
3. If the parish hall is reserved prior to the scheduling of a wedding and the wedding party wants to use the meeting room, the scheduler will attempt to reschedule the group using the hall to another available room in the school such as the gym/library (if available).
4. If the wedding party does not reserve the church hall or meeting room, these facilities can be reserved by others provided their use does not interfere with the parking or other activities of the wedding party.

IV. Set-up and Clean-up

- A. Sound systems are available for the parish hall and the gym upon request:
- B. The user is responsible for setting up the facilities according to their use and must return the facility to its original set-up.
- C. All groups and organizations using the facilities or grounds are responsible for seeing that the facility is left in satisfactory condition.
- D. Cleaning equipment and supplies will be provided to the user. Specific cleaning

instructions will be posted or given to the user at the time of use. Organizations and individual users are responsible for carrying all garbage to the dumpster, cleaning all tables, mopping floors and vacuuming carpets. Users are responsible for removing all trash from the fields prior to leaving.

E. Groups reserving the kitchen will find specific guidelines for kitchen cleaning posted in the kitchen.

G. Those groups using the kitchen facilities on a regular basis, or want access to any of the kitchen equipment **MUST** make arrangements to have those individuals in charge “trained” prior to using the equipment. Training will be arranged according to the kitchen manager’s schedule.

H. Reservations of the kitchen by a parish member for personal use will be limited to coffee, water and sink use. Custodial supervisor will be available to help *answer* questions regarding the facility, its use and also monitor proper clean-up procedures.

I. Persons, groups or organizations using the facilities are responsible for turning off all lights, closing doors and locking up when they leave the buildings.

V. Fee schedule

Note: Reservations made by recognized parish organizations - will not be charged a fee and will not be required to submit damage deposit. Any organization required to pay fees is also required to pay a deposit.

A. Damage deposit for any of the facilities or grounds

(Required by parish members for personal use and / Refunded if facility left clean and without damage) / \$250

B. Gym, Ball field, Soccer field \$20/hour

C. Parish Hall, Meeting Room or Bride’s room (non-wedding) \$20/hour

D. Kitchen (coffee, water and sink use only) \$5/hour

E. Wedding fee (Church and bride’s room) \$100/wedding

F. Wedding fee (Church, Bride’s room, meeting room and limited kitchen) \$300/wedding

G. Key deposit \$50/key

H. Clean-up fee: if a group or organization prefers not to clean the facility after it’s use, fees will be charged according to the following fee schedule:

1. Hall cleaning. \$300

2. Kitchen cleaning \$200

3. Meeting Room Cleaning \$100

*Recognized parish organizations are defined as those organizations recognized by St. John’s Parish Council and have a signed “Use of Facilities and Grounds Agreement Form” on file with the scheduler.

*Fee is paid in full at the beginning of the season. The fees will not be refunded because of inclement weather. Fee is not required if the head coach is a St. John’s parish member (roster required) or 50% or more of the players are St. John’s members (roster required).

*Teams not submitting a roster will be required to pay the entire fee.

VI. Exceptions

- Requests for exceptions should be made, in writing to the Pastor/Principal.

- Special Events (ex. Harvest Festival, Endowment Dinner, Weddings) may make reservations up to a year in advance if necessary to assure event may be held in the facility.

- All potential users are encouraged to anticipate room needs as far in advance as possible and to make reservations as far in advance as policies allow.

- Room scheduling privileges may be denied to any user who abuses the above policies

by making room reservations in bad faith for the purpose of holding the facility from having a planned event scheduled.

VII. Conflicts

- Since there is a high demand for the use of the facilities scheduling conflicts may arise. The following procedure will be followed in an effort to avoid them. Whenever possible we will accommodate regularly scheduled activities and the space will remain available to them.
- When accommodation is not possible the Pastor/Principal will make every effort to find alternatives with conflicting groups.
- When accommodation is not possible the Pastor/Principal will explore alternatives with resident groups using space during the times that conflict.
- When there is a conflict with sports scheduling the Athletic Director in consultation with the Principal and/or Pastor will come to a resolution.

VIII. Cancellation

- When a user schedules and confirms weekly or biweekly meetings there will be an administrative charge to reschedule such meetings to another date and time.
- When a user schedules and confirms a room and does not cancel the room 24 hours prior to the meeting or does not show for the meeting, the user will be charged for all room set-up plus charges for a late cancellation.
- Once space has been released, that space is no longer guaranteed to the original users.
- Cancellation of an event that requires a deposit to hold a date will result in forfeiture of the deposit if cancellation occurs less than (7) days prior to the first reserved date.

IX. Smoking

- All St. John's facilities are smoke-free. Smoking is not allowed inside any facility, including outside on the playing fields.

X. Animals

- Animals, except for assistance dogs for the disabled, are not permitted unless it is specifically granted in the Facility Use Agreement.

XI. Equipment

- The person who reserves the equipment will be responsible for its proper operation and care during reservation period. Damages to equipment will be charged to the person or organization that has equipment reserved during the time period it was damaged.
- No equipment is to leave the building. Audio-visual equipment is to be used only in conjunction meetings or events scheduled in the facilities.

GUIDELINES FOR ST. JOHN'S GYM USAGE

SCHEDULING will be done by the Athletic Director in conjunction with the school office. Reservations for gym usage are handled by contacting Nancy Fuchs and cannot be scheduled any further in advance than that particular sport season. Parish events take precedence over scheduled practice times.

USAGE: St. John's School teams shall have first priority for games and practices. Only teams and groups sponsored by St. John's (such as Boy Scouts, YMCA teams, 4-H) are allowed use of the gym; in order to qualify for sponsorship by St. Johns, teams participating in leagues or groups must have some of its members be from St. John Parish and be coached or monitored by a member of St. John Parish. Qualifying organizations/groups must present Certificates of Insurance.

During the sports seasons for St. John's Jets Middle School Teams:

1. The gym is reserved exclusively for Jets Club Teams **Monday-Friday (no exceptions)**.

Sports seasons follow the approximate time frames:

Volleyball – from the last week of August until the middle of October.

Boys' Basketball - from the middle of October until the 2nd week of December.

Girls' Basketball - from the 1st week of January until the last week of February.

Boys' Volleyball – currently under discussion – but would run the entire month of March.

2. Spirit teams or YMCA teams with at least half of the team being St. John's students may reserve a 90 minute time slot on Saturdays and Sundays.

SHOES: Only *gym* shoes are allowed on the gym floor absolutely, no street shoes or soccer shoes. Those not wearing gym shoes will be required to remove their shoes before stepping onto the gym floor.

UNSPONSORED EVENTS: In the highly unlikely event that an activity not sponsored by St. Johns is permitted to use St. John's Gym, the sponsoring agency must show proof of insurance and pay fees.

RENTAL FEE: The rental fee for St. John's Gym is assessed at \$100 per day. In addition, a St. John's staff member must be retained, for a fee, to supervise the use of our facility. The staff member must be on the premises throughout the duration of the scheduled event. Certificate of insurance, rental fees and staff member name & staff member fees must be presented to the Pastor at St. John's Church's parish office one month **prior** to the scheduled event.

*Certificate of insurance applications can be obtained through the parish office.