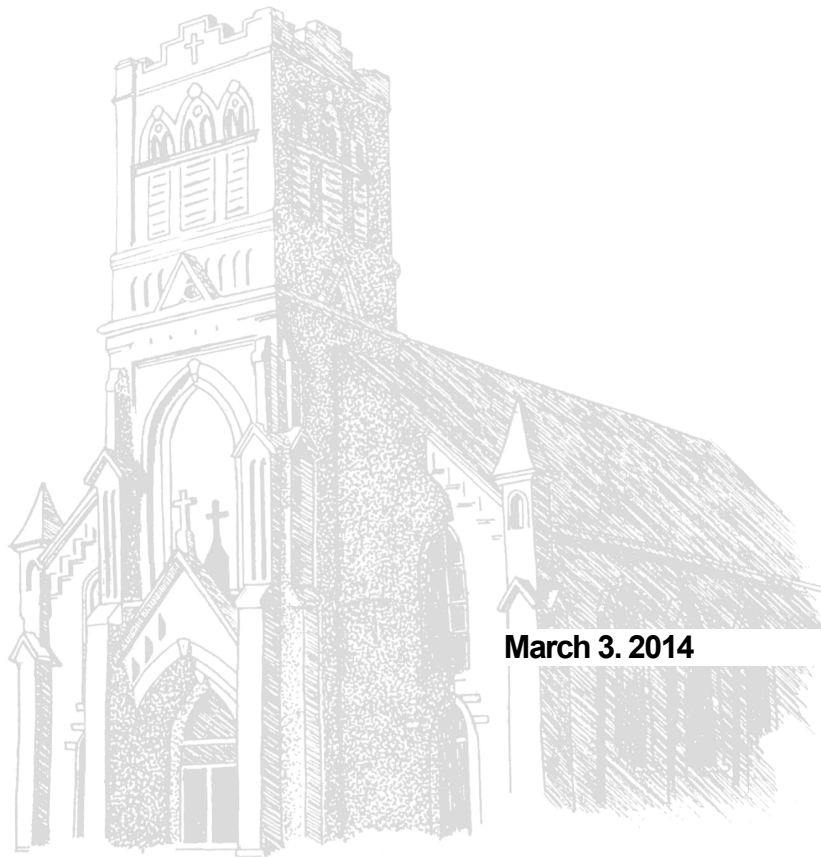


SACRED HEART CATHOLIC CHURCH

FACILITIES USE, POLICIES, & PROCEDURES



March 3, 2014

I. GENERAL GUIDELINES

A. PURPOSE

The Sacred Heart Catholic Church also known as SHCC, facility will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of SHCC as listed below:

"Sacred Heart Parish is a family of believers in God the Father, the Son and the Holy Spirit. The Sacraments unites us together at the table of the Eucharist and at the altar of the Scripture, and in the spirit of prayer, shines the light of joy, hope and love on earth."

B. QUALIFICATION FOR USE OF THE FACILITIES

1. Priority for the use of the facilities shall be given to parishioners* and organized groups that are a part of the ministry, organization, or sponsored activities of SHCC as follows:

- a. Parish-sponsored committees, council, groups and programs
- b. Appropriate religious functions for parishioners
- c. Other charitable organizations as sponsored by parishioners
- d. Non-parish groups/organizations as approved by the Facilities Coordinator

*Parishioners are officially registered and participating members of the parish for a period of one year.

2. The facilities and equipment of SHCC will be made available only to non-parishioner groups that meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of SHCC.
- b. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.
- c. Groups that are known to SHCC. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders.

3. SHCC reserves the right to cancel any use agreement at any time if the group is not in compliance with SHCC's mission and *Facilities Use, Policies & Procedures Guidelines*.

C. OPERATIONS

1. Building Access

Keys may be provided to the leaders of the various parish committees on a permanent basis. Parishioner can make arrangements with the church office between 9 am and 3 pm Monday – Friday to pickup and return Parish Center key. Non-Parishioner can make arrangements for access to the facilities with the Facilities Coordinator and any additional charges can be discussed at this time.

2. Building Hours

Building hours to be determined at the time of rental and must be approved by the Pastor or Facilities Coordinator.

3. Scheduling of Meetings or Events

Meetings or event scheduling will be handled through the parish office. Office hours are 9:00 a.m. - 3:00 p.m. Monday through Friday. Scheduling requests should be made on a *Building Use Form*. All non-parish sponsored groups must provide a copy of the Certificate of Insurance. (See #5 below.)

4. Reservation Form

When a reservation request is made, a copy of the *Facilities Use Guidelines* and an *Event Request/Rental Agreement Form* shall be given or sent by SHCC to the requesting group. The event will be put on the church calendar once the Facilities Coordinator approves the request, and the security deposit, *Meeting Request/ Rental Agreement Form along with the booking deposit*, and Certificate of Insurance (for all non-parish sponsored groups) are completed, signed and returned to SHCC.

5. Insurance

There are risks connected with activities. SHCC is not responsible for injury to someone participating. This includes suits and demands whatsoever in law or in equity.

***See Appendix B Sacred Heart Hold Harmless Agreement**

SHCC is required *by the Diocese* to have \$500,000 liability insurance coverage for all non-parish sponsored events held on our premises. All non-parish groups must provide SHCC with a proof of insurance certificate for \$500,000 liability insurance. A Sacred Heart Group Hold Harmless Agreement must also be signed when non-parish sponsored or affiliated groups use parish facilities. In certain situations (such as adult athletic participation or a craft fair), a Sacred Heart Individual Hold Harmless Agreement also must be signed (one per individual) and returned to the church office.

D. FACILITY FEES*

There will be no charge for use of the Worship Area for parishioners' religious services (weddings, funerals, etc.), and no building use fee will be charged to parish-sponsored groups. However, there will be a rental charge to both parishioners and non-parishioners for use of the facility for non-parish sponsored activities. There is also a standard, refundable security deposit fee of \$250. This security deposit will be refunded in entirety, unless there is damage to the facility or the rented area is not left clean.

FACILITY RENTAL FEES* - Non-Parish Sponsored Events

5 – 8 hours Rental Fees	PARISHIONER	NON-PARISHIONER
MAIN WORSHIP SPACE	No Charge	\$650
Parish Center Kitchen	\$50	\$100
Parish Center Hall	\$200	\$350
Parish Center Gym	\$200	\$350
Parish Center (Gym, Hall, Kitchen)	\$350	\$600
4 hours or less Rental Fees		
Parish Center Kitchen	\$25 per hour	\$40 per hour
Parish Center Hall	\$25 per hour	\$40 per hour
Parish Center Gym	\$25 per hour	\$40 per hour

A parishioner is defined as a registered and contributing member of SHCC Parish for at least 1 year (prior to an inquiry and reserving space.)

Rental Fees are evaluated on an annual basis.

E. ALCOHOL BEVERAGE POLICY

The serving of alcoholic beverages is prohibited during services and hours of religious education. Serving to minors is prohibited at all times. Open, unsupervised serving of alcohol is prohibited at events at which minors are present. The serving of alcoholic beverages must follow and abide by the Du Quoin, IL city ordinances.

F. NON-SMOKING POLICY

All SHCC properties are designated non-smoking.

G. INTERIOR USE GUIDELINES

NOTE: Non-parish groups planning to use the facilities must meet with the Facilities Coordinator to finalize plans for set up and use of equipment **BEFORE** final permission will be granted from the SHCC office. See Appendix D

1. Groups are restricted to only those areas of the building and grounds it has reserved. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for their event.
2. There shall be no illegal drugs or illegal activities allowed in the buildings or on the grounds.
3. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless **PRIOR** arrangements have been made.
4. Smoking is prohibited in all inside facilities.
5. Food and beverages will not be allowed in GYM without specific prior approval of the Facilities Coordinator. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages.
6. Any group using a room must return table and chairs and all fixtures to their original position after use.
7. Church equipment, tables, and chairs, etc. are available only on request. The kitchen will remain locked unless use is specifically requested.
8. Restrooms must be kept clean.
9. The Kitchen in the Parish Hall can be used for meal preparation. However, professional caterers are encouraged to prepare meals off premises. Refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules*.
10. There shall be no furnishings of any kind removed from the building without permission.
11. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, etc. from walls or windows, only use Removable Poster Tape.
12. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
13. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.

H. EQUIPMENT. FURNISHINGS. AND SUPPLIES

1. Church owned equipment (tables, table coverings, chairs, kitchen equipment which includes utensils, pots, plates, coffee pots, etc.) shall not be taken from the church for any personal use.
2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. A list of equipment and room capacities is available in the SHCC church office. In some instances special arrangements can be made to move equipment.
3. In the event of damaged or broken furniture or equipment, the group using the facility in kind will require replacement.

J. EXTERIOR USE GUIDELINES

1. Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway).
2. Prior approval must be arranged if events are to be scheduled during liturgies.
3. Trash should be disposed of in the dumpster.

K. SET-UP

1. Parishioner or Non-parishioner groups using the facility shall set up for their event unless prior arrangements have been made.
2. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place.
3. Posters, decorations, etc. shall not be attached to walls or ceilings without prior approval.

L. CLEAN-UP

1. All groups using the facility shall be responsible for cleaning up the space.
2. All furnishings and equipment shall be arranged or returned to their original positions.
3. The space shall be left clean and all trash or garbage shall be disposed of in the dumpster.
4. The SHCC parish center *Clean-up checklist must be filled out, signed and returned to parish office to obtain security deposit. See Appendix C

M. GENERAL CONDITIONS

1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.
 - a. A competent leader 21 years of age or over must be present during all hours of negotiated use.
 - b. All youth groups shall require adequate adult supervision.
 - c. Smoking, use of smokeless tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.
 - d. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.

2. **SHCC reserves the right to have a representative present at any meeting/function held at SHCC.**
3. **SHCC will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.**
4. **All groups/organizations agree to pay for any and all damages to premises.**
5. **Use of the SHCC facility does not imply endorsement or sponsorship of the event in any way by SHCC.**
6. **SHCC does not allow rental of our facility to any for-profit group intending to make money during an event at our facility.**

II. KITCHEN USE GUIDELINES

ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF SHCC AND ARE NOT FOR GENERAL USE

RENTOR PROVIDES ALL PAPER PRODUCTS - ITEMS IN CUPBOARDS, PANTRIES, AND REFRIGERATORS ARE NOT FOR GENERAL USE

DISPOSE OF ALL LEFTOVERS. DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR

ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE

WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)

DISHWASHER USE IS AVAILABLE ONLY THROUGH A SHCC OPERATOR (CONTACT FACILITIES COORDINATOR FOR NAMES AND PRICES)

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

RECYCLING IS ENCOURAGED - PLEASE REMOVE ALL RECYCLABLES TO RECYCLE CENTER

REMOVE ALL TRASH TO DUMPSTER BEHIND THE PARISH CENTER

TURN OFF LIGHTS WHEN YOU LEAVE AND LOCK THE DOORS.

PLEASE DIRECT ALL QUESTIONS TO FACILITIES COORDINATOR

GYM USE GUIDELINES

Use/Scheduling

ALL requests to use the Gym must be made to the Facilities Coordinator. At least two weeks prior to an event, please fill out an SHCC Building Use Form. If your request is approved, the Facility Coordinator will notify you and reserve the Gym on the parish calendar. The Gym may be used for non-sporting events (such as receptions and dinners) and other special requests.

Insurance

Individuals who use parish premises for *non-parish sponsored activities* are required to provide the parish with a Certificate of Insurance documenting \$500,000 general liability coverage and ***naming***

SHCC and the Diocese of Belleville as additional insured. A *Sacred Heart Group Hold Harmless Agreement must also be signed. *SEE APPENDEX B

If sports are involved, SHCC ***additionally*** requires adults (who are at least 18 years of age) to sign a ***Sacred Heart Individual Hold Harmless Agreement**, one signed agreement per individual, per season. SEE APPENDEX B.

Children

Due to the possibility of serious injury, our insurance company advises us that **children should not be on the court or on the stage when adults are playing sports**. Please reserve a ***separate*** room for the children to play in and provide a ***responsible adult (over the age of 18) to supervise*** the children at all times.

GYM Rules for Sporting Events

1. No open or walk-in usage allowed for insurance and security reasons.
2. Gym floor must be "mop-swept" (dry mopped) **both before and after every use** and dirt **disposed of** in waste container.
3. No black-soled or street shoes allowed on the gym floor. Only proper court shoes are allowed in the gym.
4. Dunking the basketball is prohibited on all rims. Hanging on rims, nets or basket supports is prohibited.
5. No food or drink allowed in gym.
6. Thermostats - Temperature in gym is pre-set according to pre-arranged gym use. Do ***NOT*** adjust temperature controls. If temperature needs re-setting, please contact the parish office (542-3423) during regular working hours (9:00 am - 3 pm) prior to usage.
7. No smoking allowed.
8. *A parent (or a responsible adult 18 years or older) must supervise children at all times on SHCC premises.*
9. Gym Policy (continued)
10. Children may not use the stage for playing. The stage is to be used for performances only. Children are not allowed on the stage except for supervised program performances.
11. Bleacher usage must be discussed with facility coordinator prior to gym usage. .
12. No indoor soccer or kickball is allowed in the gym.
13. **Turn OFF all gym lights when leaving.**

Please notify the SHCC Parish Facilities Coordinator (542-3423) of any problems.

Appendix A: SHCC Building Use Form

BUILDING USE FORM

Date of Event _____ Size of Group _____
Space Requested _____ Parish Sponsored ____ Non-parish Sponsored ____
Group/Organization _____ Purpose _____
Contact Person _____ PH. # _____
Address _____ City/St. _____ Zip _____
"Point Person" for Clean-up _____ Telephone _____
Hours Requested From _____ To _____ Set-Up Date/Time _____
Equipment Requested* _____
Tables (Round) _____ # Tables (Long) _____ # of Chairs _____
Microphone _____

*Note: Any equipment or items brought in will need prior approval by Facilities Coordinator.

Please initial checked items and return to Facility Coordinator @ SHCC.

_____ I have read and fully understand the Facilities Use Policies for SHCC and agree to abide by these policies. All the information provided by me is true.

_____ SHCC Building Use Form (To Be Signed & Returned)

_____ **Sacred Heart Individual or Group Hold Harmless Agreement** (To Be Signed & Returned)

_____ Certificate of Insurance - Either thru SHCC _____ or: Own insurance

_____ \$250 Refundable Security Deposit (SH Parish Center Clean-up Checklist} must be turned in to receive the security deposit.

Rental payment of: _____ Event Date _____

_____ 50% Deposit of Rental payment due at time of Booking (Received Ck # _____)

_____ Remainder of Rental Payment due 6 weeks prior to event Due Date _____

_____ Final Rental Payment \$ _____ Received Ck # _____

Event Organizer Signature _____ Date _____

Facilities Coordinator _____ Date _____

Sacred Heart Catholic Church

Sacred Heart Individual or Group

HOLD HARMLESS AGREEMENT

As users of Sacred Heart parish facilities and property,

We/I _____
(Name of group or person)

Agree to protect, indemnify, save and keep harmless Sacred Heart Catholic Church/Parish and the Diocese of Belleville against any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and will protect, indemnify, save and keep harmless the above mentioned parties from any and all claims, costs or expenses arising out of any failure of the user(s) in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during the usage periods.

Signature: _____

Printed Name: _____

Date: _____

Address: _____

Phone Numbers: (Home) _____ **(Work)** _____
(Cell) _____

Sacred Heart Catholic Church

PARISH CENTER

CLEAN-UP CHECKLIST

1. All appliances cleaned and turned off:

		Cleaned and Turned Off
a.	Coffee Pots	
b.	Dishwasher	
c.	Ovens/Stove	
d.	Food Warmers	
e.	Event Food Removed from Refrigerator	

2. Cookware and cutlery cleaned and returned to locations _____

3. Floors clean (sweep and mop) _____

4. Furniture/Equipment cleaned:

a.	Tables/Chairs	
b.	Kitchen equipment	
c.	Cleaning supplies (mops, brooms, etc.)	

5. All restrooms checked:

a.	Toilets flushed	
b.	Sinks wiped out	
c.	Trash removed	
d.	Floors inspected/cleaned	

6. All trash and garbage removed (including small amounts)

a.	Clean Trash Liners in cans	
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7. Refrigerator/freezer doors closed securely _____

8. Utilities turned off or to pre-event settings:

a.	Lights (hall, kitchen, restrooms)	
b.	Thermostats (if applicable)	
c.	Kitchen exhaust fans off	
d.	Hall ceiling fans left on	

9. Windows and doors closed and secured.

Make sure lock engages when you leave. _____

Signature _____

Date _____

In event of an emergency, contact Pastor at (618) 542-3423.

3/3/2014

Sacred Heart Catholic Church Parish Center Rental Guidelines

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