



**St. Justin Martyr Catholic Church
Facility Reservation and Use Policy**

PURPOSE

This policy was developed to assist all users of St. Justin Martyr Catholic Church facilities be good stewards. In addition, this policy is consistent with the facility related policies of the Archdiocese of Galveston-Houston.

FACILITY USERS SUBJECT TO THESE POLICIES

This policy applies to all St. Justin Parish Ministries, programs, and community organizations using St. Justin Martyr Parish facilities. These organizations include, but are not limited to:

- Pastoral Office Staff
- Religious Education
- St. Justin Martyr Catholic Preschool
- St. Justin Martyr Ministries and Organizations
- Community Organizations (Knights of Columbus, Daughters of Isabella, Cub Scouts, Boy Scouts, Girl Scouts)

Use of St. Justin Martyr facilities by individuals or families is limited to celebrations in conjunction with a sacrament (including wedding receptions, wedding anniversaries, Baptisms, First Communions, Quinceañeras) and is governed by separate policies.

St. Justin Martyr facilities are available for private events that are not related to a sacramental celebration upon approval of the Parish Administrator.

COMMUNITY USAGE

St. Justin does provide facilities for community service organizations and functions. Facilities may not be used for political purposes or for the selling of goods and services which profit an individual or for-profit company. All community service organizations and functions must have the explicit approval of the Parish Administrator prior to scheduling.

If the function takes place after hours (after 4:00 pm M-S, or any time on Sunday) a St. Justin Martyr staff member must be present and responsible for the facility before, during and after the event. The cost to have a St. Justin Martyr staff member present is \$ 50 per hour. There is also an additional clean up charge of \$30.00 for mopping the floor and taking the trash to the dumpster.

All facilities are smoke – free environments.

Non-St. Justin Martyr affiliated groups (such as community organizations) may be required to obtain insurance coverage for events. The cost of this coverage by Catholic Mutual is \$25 per event. The Insurance Application form must be obtained when the event is scheduled and

must be completed no less than 10 working days prior to the event. The \$25 insurance fee must be paid for the facility to be reserved.

ALCOHOL

Alcoholic beverages are not permitted at events that fall under this policy. Contact the parish office for further requirements if alcoholic beverages are to be served. Strict requirements apply to the service of alcohol. Additional costs incurred due to alcohol service must be paid by the person/organization reserving the facility.

USER RESPONSIBILITIES

1. Facility Reservations

ALL facility users are required to complete a **Facility Request Form** to reserve facilities. Facilities are not reserved without a completed Facility Request Form (NO EXCEPTIONS) and facilities cannot be “held” without a completed form. Facilities are assigned on a “first come, first serve” basis, with the exception of liturgical events, with the Archbishop and Pastor having priority over all events.

Facility request forms must include the date the form was completed and the event dates. Weekly/Monthly events must have the beginning and ending dates.

Only forms filled out completely will be processed. **Any cancellations, additions, or other changes must be submitted to the parish office 72 hours in advance of events scheduled Monday through Thursday, and by noon Thursday preceding an event scheduled for the weekend.**

Facility request forms may be completed in person in the Parish Office or electronically and submitted to the parish Facilities Calendar Coordinator for processing.

2. Facility Setup

Each room has a “standard setup.” In some cases the standard setup may be a clear room. If the group is less than 30 people, you are asked to use the room in the standard set up. Groups are welcome to change the setup if the standard setup does not suit their needs, however, the room must be returned to the standard setup when the event is concluded. Therefore, all facility users are strongly encouraged to have a committee to assist with set ups.

St. Justin Martyr maintenance staff will provide setups for groups larger than 30 people during the weekday schedule. However, for events scheduled during the weekend and large events, organizations are asked to provide volunteers to setup.

3. Refreshments

Upon request, coffee can be provided for groups of 30 or more. A fee may be charged depending on the status of the group.

4. Facility Cleanup

At the end of each event the facility must be returned to the “standard setup” unless alternate arrangements have been made with the next user of the facility. All users are expected to leave the facilities at least as clean as they found them. All organizations are expected to have individuals designated to help with clean up.

PROBLEMS WITH FACILITIES

We want everyone to have a good experience in our facilities. If you experience any problems with the use of our facilities, or equipment, please contact the Front Office or a member of the maintenance staff.