

# St. Patrick Catholic Church

## Facility Use Guideline & Policies

*Each organization/group will follow the guidelines listed below regarding our Parish Center. Failure to comply may result in you or your group being denied use in the future.*

\*All ministry organizations/groups will schedule their meetings and events no later than **two weeks** in advance of their requested events. No approval will be given if the office is given less than a two-week notice. Facility use requests can be found by contacting Debbie Newbury in the Parish Office.

\*All ministry organizations/groups must go thru the Parish Office to schedule **ALL** their facility use requests. There will be no “back door” negotiations to obtain your room if the room you are requesting is not available to you. Please be respectful when scheduling your events by going thru Debbie in the Parish Office.

\*The President of your ministry/group will be required to sign off on **ALL Facility Use Requests first** before any events will be approved. If a different person other than the President of your ministry/group will be responsible for your event, this person will also be required to sign the Facility Use request.

\*When scheduling your event, you will adhere to the time frame you have been approved to be in the Facilities. This will include setup time as well. No group will be allowed to setup earlier than their allowed time frame. Any ministry & group setting up earlier than their approved time may result in you or your group being denied use in the future.

\***No** ministry organizations/groups will be allowed to use the church during the week of **Holy Week and Christmas Week**. This applies to every parish ministry organization/group which **includes all music groups both English and Spanish**.

\*During the school calendar year [September – May], No family functions will be allowed in the Parish Center on Sundays except during the summer months. Sundays will be reserved for Parish Events and Religious Education programs/ministries.

\***Organizations/groups will not move into any other room(s) that they have not been assigned to.**

\*All children must be monitored for their safety. An adult will be present at all times when children are present. If this is a Parish-sponsored program, “Called to Protect” rules will be followed and adults who volunteer with children present must have gone thru a background check and also completed the online “Armatus” training.

\*All personal property and/or food items must be removed from premises the night of event.

\*All surfaces used must be cleaned.

\*All property of the owner must be put away in its proper place.

\*All stoves and ovens used must be cleaned.

\*Wash dishes, glasses, cups and utensils that you use and put them away in the proper place.

\*All garbage must be placed in outside garbage containers behind the Parish Center.

\*Floor must be thoroughly swept and washed.

\*Check to make sure that the wall heaters in the room you are using are turned off. No items are to be placed in front of the wall heaters **at any time EVEN IF THEY ARE OFF. THIS IS THE LAW** in Oregon.

\*No Alcohol will be allowed during your event. This is on approval basis by Fr. Arturo Romero, Pastor. All OLCC Rules and guidelines will be followed strictly. Please see the Parish Office for further information.

\***No tape, nails or pushpins will be used on the walls in the auditorium.**

\*Make sure all lights are off and windows are closed.

\*Lock all doors leading into your assigned room. If you are the last one in the building, please make sure the other doors are closed and locked to the outside.

\*Music: No music shall be played during confession times and Saturday evening Mass from 4-7:00p.m. in the Parish Center. At all times the music level (volume) shall be at a reasonable level.

If repeated requests to turn down the volume are ignored, St. Patrick reserves the right to shut down the music and/or terminate the event.

Please check the box that these guidelines have been shared with the members of your organization.

As President of your Ministry Organization, please sign below and return to Debbie Newbury in the Parish Office. This will be filed with your documentation indicating that you have read thru these guidelines and will follow these as stated above. Please remember that ***Failure to comply may result in you or your group being denied use in the future.***

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President of Parish Ministry

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Date