

Church of St. Gregory the Great Facility & Event Usage Policy and Manual

Prepared By

Document Owner(s)	Organization Role
Maureen G. Cozzi	Parish Business Manager

Facility Manual Version Control

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1 Introduction

1.1 Purpose

The purpose of this document is to provide the policies and procedures that govern the scheduling and use of the facilities for the St. Gregory the Great campus. This document will be provided to all parish organizations and ministries that require use of the facilities, as well as to outside organizations that qualify for use of the facilities.

This policy manual will be available on the St. Gregory the Great website for easy access. All organizations requesting space are expected to be familiar with the facilities policies before submitting their request.

This manual is issued and maintained by the Parish Business Office. Adherence to these policies will be strictly enforced.

1.2 History

There have been written policies for facilities use at St. Gregory the Great in the past; however, they were not sufficiently comprehensive nor were they kept up to date. The intent is for this policy manual to cover all aspects of facilities usage and to be updated on a regular basis.

1.3 Changes in Policy

This manual supersedes all previously written policy manuals and memorandums. The Parish Business Office will update the manual as procedures change and review this policy manual every two (2) years.

2 Facilities Specifications

2.1 Scope

This policy manual covers all facilities on the parish campus that are available for use by internal and external organizations. The following buildings are in scope:

- Church
- Chapel
- Parish Community Center (“Parish Center”)
- Academy (school)
- Evangelization Center (“E-Center”)
- Sports Fields and Other Parish Grounds
- Parking Lot

2.1.1 Restrictions on the Use of Parish Buildings

- The Rectory is limited to use by the clergy and Rectory staff only.
- The large green sheds are not available for use.

2.2 Facilities Listing

2.2.1 See Section, 7.1, Appendix A – Facilities Resource Matrix

3 General Usage

3.1 Availability of Facilities

3.1.1 Closings

The Parish facilities will be closed and unavailable for meetings and events on the following Federal Holidays and Church Holy Days:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day
- Presidents' Day
- Holy Week
- Easter Sunday
- Easter Monday
- Memorial Day
- Independence Day (July 4)
- Feast of the Assumption (August 15)
- Labor Day
- Columbus Day
- All Saints Day (November 1)
- Thanksgiving
- Feast of the Immaculate Conception (December 8)
- Day after Thanksgiving
- Christmas Day
- Day after Christmas
- New Year's Eve

Exceptions may be made on a case-by-case basis for a limited number of these dates. Requests for an exception should be made through the Facilities Scheduler.

The following guidelines also apply:

- The Parish facilities will be **unavailable during the week of the annual Family Carnival**, which takes place annually during the third week of June, Sunday through Saturday.
- If St. Gregory the Great School is closed for a special event, inclement weather, or any other emergency, all facilities on campus most likely will be closed and all activities cancelled. However, there may be exceptions made on a case by case basis. **The most reliable way to find out if the campus is closed and which activities are cancelled is to check the St. Gregory the Great website (www.stgregorythegreatchurch.org).**
- Generally speaking, the Parish Center will be available only on Tuesdays and Thursdays during the summer, specifically from July 1st through August 31st. The school is not available at all during the summer.
- The pastor reserves the right to close the facilities for any reason.

3.1.2 Days and Hours of Operation

- See Section, 7.1, Appendix A – Facilities Resource Matrix

3.1.3 Types of Events Permitted (Eligibility)

The facilities of St. Gregory the Great are primarily for the use by the parish for parish and approved ministry events. However, under certain circumstances, the facilities may be rented by parish or community members for specific types of events.

Generally, non-parish groups that are eligible to use the facilities will be non-profit and/or community groups that can show proof of liability insurance (i.e, provide the parish with a valid certificate of insurance). For-profit groups and non-parish fundraisers are not eligible to use the facilities.

Examples of types of events that are permitted:

- Adult volleyball league
- Boys/girls basketball league
- Theater and music group rehearsals
- Boy/Girl Scout meetings & ceremonies
- Gymnastics competition

Examples of events that are not permitted:

- Private parties
- Fundraisers, e.g. make up, jewelry, or cosmetics parties
- Gambling and/or games of chance
- Any other private use of the facilities (e.g., ad-hoc basketball or volleyball games)

3.1.4 Eligibility Requirements for Usage (includes Fees, Deposit, etc.)

Persons or groups who would like to use the parish facilities ***that are not part of an already approved ministry group*** must fill out a request form (see Appendix B – Facilities Use Request Form) and submit it to the Business Manager for approval.

There is an hourly rental fee for all eligible community members/groups who wish to use the parish facilities. **The current rental fees are posted on the church website: www.stgregorythegreat.org/facilitiesrental.**

PLEASE NOTE: All non-parish groups that are requesting use of parish facilities for an extended number of days/weeks/months, MUST sign a Diocese of Trenton License Agreement for Use of Facilities, which includes providing proof of insurance and agreement to meet the Dioceses' Child Protection Requirements.

3.1.5 Set-up, Clean Up, Maintenance

- It is the responsibility of all individuals who visit the parish – parishioners and non-parishioners -- to help keep the campus clean, neat and pleasant.
- All are asked to be sure to leave the campus in the same condition (or better) as found it: this means putting any furniture back to original set-up, putting trash in

garbage cans and bins, and taking the trash out to the dumpster (behind the Parish Center or the School), wiping down tables, sweeping up any messes on the floor and turning off the lights.

- Brooms, mops, garbage bags, and other cleaning supplies are stored in the custodial closets in each building and readily available for clean up after events. The Facilities Scheduler can provide additional information as necessary.

3.1.6 Decorations

- All decorations must be pre-approved by Facility Scheduler.. **No decorations will be mounted anywhere using nails, screws or any other fasteners that will damage walls, ceilings, floors, doors, etc.**

3.1.7 Resources: Audio Visual, Flip Charts, etc.

- For a complete listing of rooms with AV capabilities, please see Appendix A – Facilities Resource Matrix.
- Generally speaking, facilities users are responsible for supplying any other materials they may need for their event such as flip charts, markers, paper, pens/pencils, refreshments, etc.

3.1.8 Music

- Music must be kept to a low volume in consideration of other groups meeting in adjacent rooms. Music with obscene or inappropriate lyrics is not allowed under any circumstances.
- Maintenance, staff and clergy reserve the right to ask any group using the facilities to lower or change the music if they believe it to be too loud or inappropriate.

3.1.9 Alcohol

- Alcoholic beverages are permitted for appropriate events with parish approval and with the permits obtained from Hamilton Township and the State of New Jersey.
- Requests for approval to serve/sell alcohol are to be included on the Facilities Use Request Form, found in Appendix B.
- The permits and appropriate insurance coverage must be submitted to the Parish Business Manager at least two (2) weeks prior to the event.

3.2 Scheduling/Reserving Facilities

- All reservations are made through the Facility Scheduler who then enters the reservation in the EMS-Lite scheduling system. For parish-related meetings and events, the Facility Scheduler can be contacted by phone or email. Non-parish groups must submit the Facilities Use Request Form, found in Appendix B, if they meet eligibility requirements.
- On an annual basis, the Ministry heads are contacted by the Facility Scheduler to obtain a request for use of space for the academic year. The church, Religious Education and Academy are given first priority for use of space in the parish. After those groups have been scheduled, the Ministry groups are scheduled.
- Reservations will be made as necessary throughout the year outside of the annual process.

3.3 Access

- Access to specific rooms on campus will be granted only to those groups who have previously reserved that space. Ad-hoc use of the facilities is not permitted.

3.3.1 Evening and Weekend Access

- Instructions for access to the facilities that are normally locked in the evening and on weekends will be provided at the time the reservation is made.

3.4 Other

3.4.1 Smoking Policy

- St. Gregory the Great Parish Campus is a non-smoking environment.

4 Facility Usage Policies

Following are specific guidelines for the resources available for use on the St. Gregory the Great campus.

4.1 General Guidelines

- Facilities will be used only for activities in accord with the goals, values, and teachings of the Roman Catholic Church.
- All parish and non-parish individuals and organizations that are leading, coordinating, overseeing and/or assisting with activities that include minors (under 18 years old) or vulnerable adults MUST comply with the Diocese of Trenton Child Protection Requirements. Please see Section, 7.3, Appendix C – Diocese of Trenton Child Protection Requirements.
- Specific set-up requests must be submitted in writing to the Facility Scheduler no later than 2 days prior to the event
- Organizations should be aware and considerate of other meetings in progress.
- A certificate of insurance (COI) for non-parish organizations must be presented to the Business Manager prior to the event.
- All rooms must be returned to the condition in which it was found (or better!), e.g., furniture must be returned to original location, large garbage items (such as pizza boxes) must be removed from the premises, etc.
 - When the parish maintenance team has done a special set up for an event, they will also return the room(s) to their original set up, except if advised otherwise.
- Tables, chairs, equipment and other furniture are not to be removed from individual meeting rooms or from any buildings
- All groups using the campus facilities are responsible for all supplies they require. For example, each group must provide their own refreshments and paper products. All supplies are to be removed from premises unless...

4.2 Parish Center

- The Parish Center will close at 10:00pm every night. Exceptions must be approved by the Facility Scheduler prior to the event.
- Any audio visual equipment (microphone, DVD/TV, Screen, LCD projector) must be requested through the Facility Scheduler at the time a reservation is made or when the set-up request is submitted (per Section 4.1).
- The kitchen when used must be cleaned and put back in order. All trash is to be taken to the dumpsters behind the Parish Center or behind the school. No trash is to be left in the kitchen.

4.2.1 Ferrante Hall

- Use of any bingo equipment or supplies without the express written permission of the bingo officers is not permitted. The bingo equipment on the stage must not be moved. If the stage is needed, the requesting organization must notify the Facility Scheduler when making the reservation so the bingo equipment can be secured/moved prior to the event.

4.2.2 O'Connor Hall

- O'Connor has no built in audio visual (A/V) equipment. If A/V equipment is needed it must be requested at the time the reservation is made or when the set-up request is submitted (per Section 4.1).

4.2.3 Gymnasium

- The only footwear permitted on the gymnasium floor will be sneakers.
- No food, beverage, candy or gum is permitted in the gymnasium.
- Backboard, score clock, bleachers, dividing net, volleyball nets, etc. must not be tampered with. All requests for equipment must be made at least a week in advance and submitted to the Facility Scheduler.
- Tables and chairs are **not** permitted on the gymnasium floor.
- The gym floor is to be swept between games/events, at the end of the final event of the day, and after all practices.
- Absolutely no children's activities may take place in the gymnasium without adult supervision.
- All trash is to be taken to the dumpsters behind the Parish Center or behind the school.
- Showers are no longer available for use.

4.3 School Cafeteria

- Any requests for use of special equipment must be made at the time of the reservation request.
- The kitchen, when used, must be cleaned and put back in order; please remove all trash to the dumpsters located behind the Parish Center and School.

4.4 Church Building

4.4.1 Gathering Space

- All displays, exhibits, handouts, posters, promotions, sales and fundraisers must be approved by the Facility Scheduler. Unapproved items will be removed.

- The specific locations available in the Gathering Space are the two display tables under the display monitors and the Welcome Center. The display tables are to remain in their normal location and should not be moved.
- Approved posters are permitted to be displayed on tripods near the pillars leading into the nave of the church
- Additional tables **may not** be set up in the Gathering Space – exceptions will be considered on a case by case basis.
- The alcoves are reserved for seasonal and liturgical displays and not available for ministry use

4.5 Evangelization Center (E-Center)

- The parish leases office space in the E-Center which includes the use of “common space,” namely, the St. Gregory the Great Room and the kitchen. The tenants pay for regular cleaning of their office space as well as the common space.
- Our of respect for our tenants and our common property, when using the Gregory the Great Room and/or the kitchen for parish meetings and events, it is imperative that:
 - tables, chairs and other furniture must be returned to the original set up
 - all garbage must be removed from the premises
 - kitchen counters, sink, floors, etc. should be left as found – clean and clear of debris and/or paper goods, leftovers, catering supplies, etc.
 - the first floor bathroom should be cleaned if a large crowd has occupied the space and the bathroom garbage pail emptied
- Currently, the chapel and meeting space on the second floor are available on an “ad-hoc” basis. They will be made formally available after the renovations for this space – specifically, general clean up and painting – are completed. This work is slated for spring/summer of 2019.

4.6 Sports Fields and Other Parish Grounds

- The sports fields and other grounds are available for appropriate use and reservation requests must be made through the Facilities Scheduler

4.7 Parking Lot

- The parking lot may be reserved for use for parish fundraisers/events such as a car wash, a “yard sale”, farmers’ market, etc., upon approval. Requests for reservations should be made through the Facilities Scheduler.
- Placing flyers, business cards, brochures or any other type of literature or advertisement on vehicles in the parking lot is not permitted **at any time**.

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- Overnight parking is not permitted unless otherwise approved by the Pastor or Parish Business Manager.

5 Event Planning Policies & Procedures

For events sponsored by St. Gregory the Great parish ministries the following policies and procedures apply.

5.1 Copies

- Use of the Rectory copy machine is limited to a small number of parish ministries. Requests for the use of the copy machine must be made in advance through the Parish Secretary. If approved, the requestor will be advised of a specific day/time to use the machine.
- In general, requests that will typically be approved are those that are one of the following:
 - Liturgical worship aids
 - Flyers/posters/handouts in support of liturgical seasons, e.g., Advent event schedule, Lenten events, etc.
 - Flyers/posters/handouts for parish-wide events, e.g., Annual Gala, Parish Mission, Parish Picnic, Adult Faith Formation presentations, etc.
 - Materials that facilitate a special meeting/event for the Pastor and/or the Parochial Vicar(s)
 - Materials that support Cohort core meetings
- In general, requests that will typically not be approved are:
 - Printed materials for ministry meetings
 - Personal documents and printed materials

5.2 Bulletin Stuffers

- Requests for bulletin stuffers will be approved on a case by case basis. Requests are to be submitted to the Director of Communications.

5.3 Supplies for Ministries

- Supplies required to support ministry meetings and events must be included in the ministry budget for the current fiscal year.
- The most expeditious method for obtaining budgeted supplies is to submit the request to the Parish Business Manager who will order the item(s) via the parish credit card. Alternatively, a ministry head may use his/her own funds and submit a reimbursement request to the Parish Business Manager. The Reimbursement Request Form is available from the Parish Secretary.

5.4 Ministry Fundraisers

- All requests for new fundraisers must be approved by the Pastor.
 - All funds raised by ministries for their own benefit or for the benefit of outside organizations must be submitted to the Parish Business Office for recording on the parish books in the former case and for disbursement to the appropriate organization(s) in the latter case.
 - The above policy also includes “free will” offerings for speakers and other ministers as well as to defray the cost of refreshments/supplies. In the latter case, ministry members may submit a request for reimbursement if they had used their own funds to purchase refreshments/supplies.
-

6 ACKNOWLEDGMENT

I acknowledge that I have read the Facility and Event Policy and agree to comply with this policy.

Facilities/Event Use Printed Name

Position

Facilities/Event Use Signature

Date



7 APPENDICES

7.1 Appendix A – Facilities Resource Matrix

7.2 Appendix B – Facilities Use Request Form

7.3 Appendix C – Diocese of Trenton Child Protection Requirements

In order to meet the Diocese of Trenton (DOT) Child Protection requirements, an organization must:

- Provide a list of all the organizations' employees' and volunteers' names and contact information (including email address) who will be or may be working on the SGG campus. Each person on the list must:
 - Pass a criminal history background check (CHBC) via the company specified by the DOT; we will provide the instructions for setting up an appointment
 - Attend a VIRTUS Protecting God's Children training and submit his/her certificate for our files; this training is offered at many locations throughout the Diocese and attendees must preregister for a session at VIRTUSOnline.org
 - Agree to and sign the Diocese of Trenton Code of Conduct
 - Complete a Personal Information form for our files
 - Wear his/her DOT ID badge at all times while on campus; the ID card is issued by the DOT after the CHBC and VIRTUS training are complete
 - CHBC's that are not issued by NJ State Police via the Diocese of Trenton are not eligible to meet the DOT Child Protection Requirements. We are aware that many teachers, coaches, law enforcement and the like already have background checks, however, unless they are issued via the DOT they are not valid for our purposes.
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