

St. Jerome Catholic Church



POLICIES and PROCEDURES for USAGE of CHURCH FACILITIES

(Revised 1/12/2021)

Facility Use Procedures for Ministries

All registered St. Jerome **ministries** are authorized to use the facilities (Jordan Hall, Brooks Hall, The Mother Teresa Center for Family and Youth (MTC), classrooms, kitchens, etc. for their meetings and social events. To ensure that this is a pleasant event for all concerned the following guidelines apply.

- (1) Reserve rooms (all spaces) with the church secretary prior to your scheduled event.
- (2) Alcoholic beverages (beer and wine) are permitted for ministry “special events” and only with written permission of the pastor. Alcoholic beverages may not be removed from the area used. Special Events Insurance coverage and fees will apply.
- (3) Portable partitions in Brooks Hall may be moved only for special parish functions and only by trained staff.
- (4) In addition to the facilities, St. Jerome provides a variety of pots, pans, and dishes in each kitchen for use by ministries. All kitchen items used must be cleaned, dried, and returned to their respective storage locations in the appropriate hall.
- (5) All ministries must provide their own paper products and supplies.
- (6) Remove all food materials from the kitchen and hall(s).
- (7) Sponsor(s) of the group that is meeting is responsible for leaving the facilities cleaned up. The clean-up guidelines are listed in the following pages.
- (8) **No area may be used for any function while Mass is being celebrated.**
- (9) Repeated failure to comply with these guidelines can result in a ministry being denied future use of any space.
- (10) All adults at any event involving children or vulnerable adults must have the diocesan **EIM** certification.
- (11) No open flames (including candles) are allowed in the buildings.

Facilities Clean Up Procedures

Leave the used space clean/ready for use by the next group.

- (1) Put up tables and chairs along the walls in a neat and orderly manner. Stack tables on the carts top-to-top to avoid damage to the tabletops.
- (2) In the kitchen(s), clean countertops, sinks, any appliances used, dishes, etc. with appropriate cleaner. Store each item in its proper place. **The countertops should be cleared with nothing left on top.**
- (3) **Do not leave any food materials in the kitchen. Take out what you brought in with you.**
- (4) Sweep and wet mop the floors, ensuring all spills are cleaned up.
- (5) Empty trash into the outside container. The combination for the outside container is 1986. There is a dumpster outside the kitchen of MTC. Replace kitchen and hall trashcan liners.
- (6) Check the restrooms and straighten up as necessary. Turn off the restroom lights.
- (7) Turn off all lights in areas used, including the hall(s) and gym.
- (8) Return parking lot, playground, and grounds to original condition.
- (9) Ensure the facility is locked up.
- (10) Return the key to the office upon completion of your meeting.
- (11) Report any needed repairs to the office.

Rental of Church Facilities

The facilities at St. Jerome Catholic Church have been built and are maintained by registered and contributing members of the parish community. Facilities are designed to minister to the needs of parish members. The use of all areas available for rental should always be consistent with the expectations of the church community and the broader focus of the Catholic Church.

Members of the parish who wish to rent an available area within the parish facilities should contact the Operations Manager. The Operations Manager will meet with the parishioner to show the space and to review policies, regulations, and complete the Building Use Contract. The Operations Manager will ensure that the rented area(s) is/are clean before the rental date, and will verify that the renters returned the space to its original condition after the rental.

Policies

1. Rental fees must be paid and security deposits made when reserving facilities. After the rental, facilities will be inspected by a parish representative. Security deposits will be withheld if facilities are dirty or damaged. The parishioner will be billed for any costs beyond the deposit. (See Facility Rental Rates).
 - a. A registered parishioner (see definitions) may rent halls, classrooms, kitchens, the gym, or other available area to celebrate religious activities, such as Baptisms, First Communions, Confirmations, weddings, funerals and secular events.
 - b. Space may **not** be rented for use by companies or organizations that are not members of the church community.
1. No function may be held in any facility during Mass. Further, rented facilities are off-limits during a Mass and during the 30 minutes preceding and following a Mass.
2. All functions must end by 11:00 PM – without exception.
3. Functions involving 30 or more children must have a security guard **or** at least one parent/adult for every ten children. Children are defined as young people aged 16 years or under.
4. All adult dances and functions with 200 or more people are required to have a security guard. The person renting the hall is responsible for hiring said guard.
5. When possible, facilities will be made available two hours prior to the rental time to allow for preparation and decoration. In the case of Saturday functions, when possible, an attempt will be made to permit access Friday after 5 pm.
6. No child under the age of 12 years is allowed in the kitchen areas without adult supervision.

Privileges and Restrictions for Non-Ministry Hall/Gym Use

1. No illegal drugs are allowed on the property. Alcohol is only allowed with written permission of the pastor. Alcoholic beverages may not be removed from the hall/gym, and a security guard must be present. Special Events Insurance coverage and fees will apply.
2. The facilities are smoke-free environments and as such smoking, vaping and tobacco products are not allowed.
3. Kitchen facilities may be used, but not kitchen supplies or utensils. Cold items may be stored in the refrigerator or freezer, and hot items may be warmed on the range or in the oven. No cooking or baking is permitted.
4. Coffee makers may be used, but not church coffee supplies.
5. No items or materials may be stored in classrooms or other nearby rooms. In addition, nothing may be stored at the church prior to the time for which the hall, gym or room was rented. Classrooms are off limits when halls are rented.
6. Portable partitions in Brooks Hall may be moved only for special parish functions and only by trained staff.
7. Nothing may be attached to the walls; this includes decorations and signs. In addition, no tape is allowed. All other decorations should be free standing or on tables.
8. Tables and chairs should not be slid across the floor. No one may sit on tables.
9. After use, tables and chairs must be returned to their original locations.
10. Tables and chairs may not be removed from the building.
11. No birdseed, rice, flower petals, or similar items may be thrown in the parking lots.
12. Those decorating a car must not trash the parking lots or other grounds.
13. Horse and carriage rides are permitted to and from the parish. No rides may occur during the function. Animal waste must be cleaned up.
14. Renters may not charge admission fees for events held in the halls.
15. No open flames (including candles) are allowed in the buildings.

Facilities Clean Up Procedures

Checklist

Leave the rooms and kitchen clean and ready for use by the next group.

<u>Item</u>	<u>Initial Item Completed</u>
(1) Put up tables and chairs along the walls in a neat and orderly manner _____	
(2) Clean countertops, sinks, any appliances used, etc. with appropriate cleaner. Store each item in its proper place. <u>The countertops should be cleared with nothing left on top.</u>	_____
(3) <u>Do not leave any food materials in the kitchen. Take out what you brought in with you.</u>	_____
(4) Sweep and wet mop the floors ensuring all spills are cleaned up. _____	
(5) Empty trash into the outside container. The combination for the outside container is 1986. MTC has its own trashcan outside the kitchen. Replace kitchen and hall trashcan liners.	_____
(6) Check the restrooms and straighten up as necessary. Turn off the bathroom lights.	_____
(7) Turn off all lights, including in the hall(s) and gym.	_____
(8) Return parking lot, playground, and grounds to original condition.	_____
(9) Ensure the facility is locked up.	_____
(10) Return the key to the office upon completion of your meeting.	_____
(11) Report any needed repairs to the office.	_____

St. Jerome Catholic Church Building Use Contract

RULES AND REGULATIONS

1. The responsible party shall be responsible for the pick-up of their personal belongings (including rental equipment, decorations and supplies). This shall be done in a timely manner, within 12 hours of the completion of the event. The responsible party must see that all areas of the facility and/or grounds will be left clean and orderly. Floors are required to be swept and wet mopped. Trash must be bagged and deposited in the dumpster outside.
2. The building keys must be returned immediately following event or as instructed by the Operations Manager. NO EXCEPTIONS!
3. The party responsible for the keys and clean up must be present on the day the keys are picked up. This is to ensure proper access into the building and to guarantee the building is secure when your event is finished.
4. Necessary supplies must be provided by the rental party (examples: paper towels, dishcloths, table clothes, trash bags, coffee pots, and utensils).
5. Any decorative plans must have prior approval. NO tacks or nails!
6. There are no tobacco products or illegal drugs allowed. Use of alcohol must be approved by the Pastor and must have a security guard provided by the renter. Extra insurance fees will apply.
7. Amplified music is not permitted after midnight.

APPLICANTS AGREEMENT

The responsible party is legally responsible for any and all damage of the property during use of the premises.

I have read the rules and regulations governing the use of the facilities and grounds and agree to follow these rules. I also agree to indemnify and hold harmless St. Jerome Catholic Church and the Diocese of Austin, their officers or their employees from any claim of personal injury, wrongful death, and/or property damage by reason of any act done, permitted to be done, or omitted to be done by me or anyone involved with our function, in, upon, or about the premises utilized by me or arising out of or connected with the use and enjoyment of the premise by me.

Agreed to this _____ day of _____, _____

Staff: _____

Responsible Party: _____

St. Jerome Catholic Church Building Use Contract

REQUEST FOR USE

Requested date of use: _____

Requested facility: _____

The responsible party must fill in the requested information below. PLEASE READ the stated rules and regulations and then sign on the Responsible Party signature line.

PRIVATE or ORGANIZATION (Please circle one)

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____

ADDITIONAL CONTACT PERSON: _____

PHONE: _____

EXPECTED # OF PERSONS OR GUESTS: _____

FACILITY RENTAL RATES

**Fee to be determined by St Jerome Church dependent upon individual event.
See separate Facility Rental Rates sheet.**

Cleaning and Damage deposit (per Facility Rental Rates) will be returned within 7 days after the event, if the Rules and Regulations have been met, as determined by St. Jerome Church.

- Cleaning and Damage Deposit** (per Facility Rental Rates) is due *at the time of the reservation*
- Balance in full** is due *1 month prior to date.*
- Deposit is non-refundable for cancellation**, unless notified 2 weeks prior to date of use.

The responsible party shall set up and put away all tables and chairs in their proper storage place upon completion of the event.

Note: Clean up refers to checking that no food is left on the counters, no dirty dishes in sink, and no food on floor. The take down of tables and chairs is handled by your group.