



Holy Trinity Catholic Church and School



Facility Use Policy

TABLE OF CONTENTS

Philosophy of Facility Use	2 2
Guidelines for Priority of Facility Use	3
Master Calendar Scheduling/Reservation Process	4
Building Access	4
Facility Use - General Requirements.	5
Specific Facility Requirements	
Deposits/Fees	Separate Form
Liability Waiver	Separate Form

Revised 11/5/2009

Holy Trinity Catholic Church and School

**504 – 505 Fountains Parkway
Fairview Heights, Illinois, 62208**

POLICY FOR UTILIZATION OF PARISH FACILITIES AND GROUNDS

As steward of the property of Holy Trinity Catholic Church and School, the Pastoral Council has approved the following policy governing the use of Holy Trinity's facilities.

PHILOSOPHY OF FACILITY USE

The property and facilities of Holy Trinity Catholic Church are entrusted to the care of the parish's Community of Faith. Through responsible stewardship, the parish's Pastoral and School Leadership, Councils, and Organizations provide policies for the use of its facilities.

The property and facilities of Holy Trinity Catholic Church are intended to support the missions and programs of the parish and school by providing for the education, recreation, and fellowship of the parish body, and for outreach to the broader community. We ask all users of Holy Trinity's facilities to be respectful of parish community's property.

This policy includes: initial contacts, types of meetings or events, availability and scheduling, priority of use, and a deposit and/or fee schedule for use of the facilities and grounds of Holy Trinity Catholic Church by Parish and Non-Parish Organizations.

Authority

The Facilities Committee is responsible for implementing this policy and the use of the facilities. The committee will review requests for the use of the parish and school facilities and grounds, and will advise the pastor on whether the request should be approved or denied. The pastor has the right to make the final decision for any facilities usage requests. Some degree of flexibility in the policy is appropriate, and the committee and pastor reserve the right to make exceptions to the stated policy as needed.

- Facilities Committee will be comprised of individuals from the following Parish Leadership Councils, Committees, and Organizations. A Chairman of the committee will be selected from this group.
 - 1 member from the Pastoral Council/Finance Committee,
 - 1 member from the School Board/Athletic Association,
 - 1 member from the Men's Club,
 - 1 member from St. Ann's Altar Sodality,
 - 1 member from Parents and Friends

GUIDELINES FOR PRIORITY OF FACILITY USE

1. **Holy Trinity Organizations and Programs.** Holy Trinity parish and school programs and functions are given the highest priority in the use of the facilities. This includes parish liturgies; parish-sponsored evening programs; adult, youth, children, and music ministry activities; and parish committees, Board, and staff meetings. Many of these Programs are as follows: Parish Pastoral Council, Finance Council, School Board and subcommittees, Parish School of Religion, Parish Choir, Parents and Friends Organization, Parish Team Ministry, Youth Commission, Homebound Ministry, St. Ann's Altar Sodality, Quilters, Men's Club, Thursday Crew, and Athletic Association.

2. **Parishioner Weddings and Funeral/Memorial Services.** The second level of priority is for the celebration of the Sacrament of Marriage for Holy Trinity parishioners or family members and to celebrate the lives of Holy Trinity parishioners or family members who have preceded us in death.

3. **Holy Trinity Affiliations.** The third level of priority is accorded to programs and activities supported by and consistent with the mission and vision of the parish and school. These programs or activities are affiliated with parish or sponsored by parishioners. Examples include Knights of Columbus, Blue Army, Holy Name, St. Vincent DePaul Outreach, Boy Scouts, and Girl Scouts.

4. **Community and Outside Organizations and Programs.** The fourth level of priority is accorded to facility use requests by community groups or other non-church organizations. The church building is not available to groups falling under this category. Only parish/community center space, library, youth room, gymnasium, and outdoor fields are available for usage under this category of request. The order of priority for these types of requests are as follows:

- a. Personal Events sponsored by a parishioner of Holy Trinity
- b. Personal Events sponsored by someone not affiliated with Holy Trinity

MASTER CALENDAR SCHEDULING/RESERVATION PROCESS

The Master Calendar is maintained in the parish office. In order to avoid conflicts, **all** Parish and Non-Parish organizations and programs **must** schedule meetings/events through the parish office at least two (2) weeks in advance to allow for necessary staff planning and logistics around the event. Because of the large number of parish and non-parish organizations needing meeting/event space, persons in charge of regularly scheduled meetings are required to make the appropriate contacts.

- Facility usage requests from any Organization or Program in #1 or #3 above can make requests at anytime.

- Facility usage requests from any Community or Outside Program in #4 should not be made more than three months in advance of the event or activity; however, exceptions may be made.
- For activities with 50 or more participants, the parish requires four (4) weeks advance notice.
- Facility usage requests for weddings can not be made more than twelve (12) months in advance of the event.

To schedule use of a parish and/or school facility for purposes other than **regularly** scheduled parish and school activities (events other than #1 above), you must submit a completed **Facility Reservation and Use Form** according to the deadlines outlined above to the parish office. The form can be obtained at the parish office or through the church website. The **Facility Reservation and Use Form** provides for every area of the church property. All facilities, set-ups, and other service needs (i.e. food, sound, etc.) must be included on the form. In addition, any audio/visual request must be provided to the parish office at least two (2) weeks in advance to increase the likeliness that audio/video requests can be met.

A response will be provided within seven (7) business days of receipt of the form by the Facilities Committee.

Assuming there are no conflicts in resources:

- Requests falling under #4 would be reviewed and decided upon by the Facilities Committee.
- Any persons or organizations whose facility use request is denied may appeal that decision to the Pastoral Council, which is the final arbiter in such matters.

Once the event has been approved, the event sponsor must contact the Parish Office to schedule a facility-use training time and review the conditions for facility usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event will be given to the user at the time of the reservation. Once this training is completed, the sponsor will receive instructions for entry to the appropriate building.

The time requested for facility use must fit within the existing facility use schedule:

- Indoor Facilities
 - Monday – Friday 8:00 am – 9:00 pm
§ Cannot conflict with school activities or events
 - Saturday 8:00 am – 4:00 pm or 6:30 pm – 10:00 pm
 - Sunday 12:00 pm – 4:00 pm or 6:30 pm – 10:00 pm
- Outdoor Facilities

- Monday – Friday 8:00 am – Dusk
 § Cannot conflict with school activities or events
- Saturday 8:00 am – Dusk
- Sunday 12:00 pm – 4:00 pm or 6:30 pm – Dusk

BUILDING ACCESS

- Access will be scheduled by the Parish Office.
- Blocking doors and fire exits is prohibited at all times.
- Propping open doors is prohibited in order to protect our parish employees and staff, parish members, children, and the facility. Doing so could place other individuals in danger.

FACILITIES USE – GENERAL REQUIREMENTS

- A. We expect all groups who use the parish and school facilities to do so with respect and responsibility.
- B. Vulgar or profane language and inappropriate behavior are not acceptable. Violators of this area will be required to vacate the premises.
- C. Use only space(s) approved for usage. We expect group members to stay in the assigned area(s).
- D. Users shall comply with all city ordinances, state statutes, and federal laws. No illegal drugs, firearms, or gambling are allowed in parish and school buildings or on parish property. Firearms and gambling will only be permitted at specific Holy Trinity sponsored events as approved by the Facilities Committee.
- E. No alcoholic beverages may be brought into, served, or consumed on the premises except as allowed at Holy Trinity Organizations and Programs as listed under #1 or as approved by the Facilities Committee.
- F. The entire facility is smoke-free. Smoking is not allowed in any of the buildings at any time. Please smoke only in designated areas in the outside plaza area that have disposal containers.
- G. No pets except bona fide service animals are permitted inside parish and school buildings. Pets should be under leash at all times on the property. Pet owner assumes liability for damages and injuries caused by their animals. Please be a responsible pet owner and cleanup after your pet.
- H. Noise and sound need to be controlled so as not to travel to other portions of the facility and disturb work areas or other meetings.
- I. Parish and school décor changes periodically and will not be altered or changed for a particular event.
- J. No candles or open flames are permitted except during parish services or as approved by the Facilities Committee.

- K. No fundraising, sales, or advertising may take place on Holy Trinity's premises without prior approval.
- L. All groups must be sponsored and supervised by an adult parishioner or approved adult non-parishioner (see next section for definition of **Approved Sponsor**). The sponsor accepts responsibility for the use and security of the facilities. **When children are present, they must be supervised by an adult(s) at all times.**
- M. All sponsors will be instructed in equipment use. Instruction will be provided by a parish staff member during weekday office hours.
- N. Use of sound equipment, tables/chairs, basketball/volleyball equipment and kitchen supplies/appliances is subject to availability and requires pre-approval from the Facilities Committee.
- O. Those using the facilities must use only the items and equipment agreed upon. It is not permitted to take items from other rooms and/or areas of the facilities.
- P. Items that are movable (i.e. tables, chairs, coffee pots, etc.) may not be removed from the premises without the approval of the Facilities Committee.
- Q. No tacks, nails, staples, or glue are permitted on walls, floors, ceilings, doors, or woodwork of the facilities. No item(s) should be attached that could leave permanent marks or damage. Display easels are available upon request. See the "Posting, Displays, Signs and Decorating" section for more details.
- Requests to post signs on/in any building should be directed to the parish office.
- R. Any group requesting use of a parish or school facility is responsible for clean-up. For events involving large numbers of people or those utilizing the kitchen facilities, the group will be required to hire kitchen and/or custodial personnel.
- S. Moving furniture within the facility should be requested on the **Facility Reservation and Use Form** and the work completed by parish staff.
- T. All facility use is based on the condition that the premises will be left in clean and working condition just as they were found prior to any event or function. Windows should not be opened except in an emergency; any opened windows must be closed and locked at the conclusion of the event. All trash should be placed in receptacles, not left on floors, tables, chairs, etc. Personal items or other belongings should be removed from the premises. Leaving the facility in unkempt condition, incurring damage, or not securing the premises will be grounds for losing facility use privileges and/or deposits, and incurring additional fees. Additional fees will be based upon costs incurred to clean or repair the facilities.**
- U. Users will be held responsible for any loss or damage to parish and school property and/or facilities that occur during the time of facility usage. Any damages to the facilities or equipment should be reported as soon as possible by contacting the Parish Office. The

user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

V. All lights should be turned off and, where applicable, doors locked when use is concluded.

W. Any exceptions to these policies must be approved by the Facilities Committee.

X. The Pastoral Council reserves the right to prohibit or terminate any activity or use that, in its discretion, it determines to be harmful, dangerous, or detrimental to the interest of the parish and school.

SPECIFIC FACILITY REQUIREMENTS

Any person submitting a Facilities Use Form on behalf of a group or themselves will be deemed the **Approved Sponsor** and must be present for the entire activity or program. The **Approved Sponsor** must be 21 years old or over. Non-parishioner event requires appropriate deposit and completed Facility Reservation and Use Form.

Facility Space and Grounds Available for Use – See Donation and Deposit Schedule

- Church (Weddings, Funerals, or Diocesan-related events)
- Parish / Community Center
- Cafeteria
- Kitchen
- Gymnasium
- Soccer Fields

Athletic Facilities Use

- Gymnasium – The **Approved Sponsor** must be present at all times. Due to the liability involved with sporting events, it is imperative that the approved group sponsor restrict the use of the facility to those only in his/her group. Allowing others to enter the facility will be grounds for removing facility use privileges.
 - Parishioners should submit a Facility Reservation and Use Form if they wish to reserve the field for a specific date/time that does not conflict with normal parish and school scheduling.
 - Non-parishioner use requires appropriate deposit and use fee along with a completed Facility Reservation and Use Form **and a Proof of Insurance document.**
 - **Gymnasium Restrictions:**
 - Hard balls (baseballs, softballs, bowling balls, golf balls, etc.) are not permitted in the gym. Bicycles, skateboards, roller blades, roller skates,

hockey sticks, or remote control vehicles are not permitted in the gym, except devices used by the handicapped for aid in mobility.

- Only non-marking shoes may be used for athletic activities in the gym. Cleated shoes are not permitted.

- All parish and school athletic equipment should be returned to its proper storage place.

- Athletic Fields – The **Approved Sponsor** must be present at all times. Due to the liability involved with sports events, it is imperative that the group sponsor restrict the use of the facility to those in his/her group. Allowing others to enter the facility will be grounds for removing facility use privileges.

- Parishioners should submit a Facility Reservation and Use Form if they wish to reserve the field for a specific date/time that does not conflict with normal church scheduling.

- Non-parishioner use requires appropriate deposit and use fee along with a completed Facility Reservation and Use Form **and a Proof of Insurance document.**

Kitchen Use

Every group or function requesting use of the kitchen must have an **Approved Sponsor**. The Approved Sponsor accepts responsibility for the use and security of the facility, and will ensure that all kitchen rules are followed.

The **Approved Sponsor** must be trained in the proper use of the kitchen equipment. Training is offered during the parish's regular business hours. Children under the age of 12 are not permitted in the kitchen at any time. Cut only on cutting boards and not on counter tops. The kitchen should never be left unattended if equipment has been turned on.

- Plastic and paper products are for use of parish ministries and programs only. Other groups should provide their own supplies.

- **No food is to be left for general use.**

- Food for specific groups or functions should be marked and dated.

- Do not use cabinet supplies labeled "NOT FOR GENERAL USE."

- **Clean-up**

1. TURN OFF ALL APPLIANCES.

2. All soiled dishes/utensils/equipment should be washed, dried, and returned to proper storage location.

3. Clean all surfaces with warm/hot soapy water.

4. All ovens, including the microwave, should be wiped clean.

5. Soiled towels, washcloths, and potholders should be placed in the hamper.

6. Floors are to be swept, mopped, and vacuumed as appropriate.

7. Empty all trash cans and replace with new liners. All trash should be placed IN the rolling dumpster in the fenced in area behind the kitchen. **DO NOT** leave bags beside the dumpster or placed in a way that would make them accessible to animals.

Posting, Displays, Signs and Decorating

- Any exterior signs, displays or structures must be approved in advance via a written request submitted to the office.
- Any postings, displays, signs, or decorations must be approved in advance via a written request submitted to the office.

