

Facility Usage and Scheduling Policy

*Saint Patrick Church
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All facilities of Saint Patrick Catholic Parish exist to aid in fulfilling Saint Patrick's Mission Statement. This Facility Usage and Scheduling Policy is intended to serve as rules to abide by in reserving and utilizing parish facilities.

Once a facility has been reserved, higher priority users may not unseat lower priority users without the specific approval of the pastor. The pastor will make the final decision on which organizations and/or individuals will be permitted use of all parish facilities.

Parish facilities may NOT be scheduled, or used, for personal business, fundraising for causes that are not related to parish ministries, or partisan political activity.

Availability Principles

The parish facilities will be available for use by the listed groups below in the following order of priority.

Priority One

- Rectory Staff – Priests
- Parish Staff
 - School
 - Religious Education - CCD, Edge, Life Teen and Adult Education
- Pastoral Ministries
- Election Day Polling

Priority Two

- Parish Activities – Ministries and groups as listed in the Parish Ministry Directory
- Athletic Teams and Activities

Priority Three

- Active Parishioners
- All Others

Spaces Available for Use on Marsh Drive

1. Warrell Social Hall
2. Warrell Social Hall Kitchen
3. School Gymnasium
4. Monsignor Mattern Room (Life Teen & Edge Room)

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Spaces Available for Use on Marsh Drive Continued

5. Bishop Waltersheid Room
6. Monsignor Schmidt Room (RCIA Room)
7. Father Welsh Room (Formal Meeting Room)
8. Father Forrey Room (Small Meeting Room)
9. The Turo Scout Room*
10. The Eagle Scout Room*
11. The Warrell Scout Room*
12. Parish Activity Center Gymnasium
13. Parish Activity Center Kitchen
14. Father Ganss Room
15. Music Room
16. Art Room
17. Science Room
18. School Library
19. Classrooms

***(Parish scouting organizations will have the first option in reserving the West Wing rooms for their use. However, the parish reserves the right to use these rooms for other organizations and events when they are available.)**

Spaces Available for Use on Pomfret Street

1. Catacombs (not handicap accessible)
2. Saint Joseph Room
3. The Kole Library

Spaces Available for Use at Pine Grove Furnace State Park

1. Saint Eleanor Regina Chapel

Scheduling Procedures

- A. Requests for use of facilities at Saint Patrick Parish shall be made to the Parish Administrative Manager. Such request shall be made in writing or by email depending on the type of request below. Authorization to use any part of the facility or grounds shall apply only to the person or organization to which such authorization was granted. Use of facilities may not be transferred or extended to any other person or organization without the prior express approval of the pastor.
 - For facility rental complete the application for rental agreement which can be downloaded from the parish website www.saintpatrickchurch.org and submit the request to the Parish Administrative Manager.
 - For Parish room scheduling, submit the request by email to reservations@saintpatrickchurch.org to the Facilities Coordinator.

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- B. No scheduling can or will be done over the phone. Although one can telephone the Parish for availability – NO RESERVATIONS WILL BE PROCESSED UNTIL THE REQUEST HAS BEEN SUBMITTED IN PERSON, BY MAIL OR ELECTRONICALLY USING THE APPROPRIATE REQUEST FORM (See A of Scheduling Procedure).**
- C. No youth programs will be scheduled that conflict with parish youth ministry or religious education programs (Exceptions may be made).**
- D. No programs or athletic events will be scheduled during:**
- **Regularly scheduled mass times including all Holy Days of Obligation Masses**
 - **i.e. Nov 1, Dec 8, Jan 1.**
 - **No events allowed on the following days:**
 - **Christmas,**
 - **Ash Wednesday, Holy Thursday, Good Friday, Holy Saturday**
 - **40 Hours/Parish Mission (Exception: Activities allowed up to 5 p.m.)**
 - **Ascension Thursday.**
- E. Requests for meeting space will be for a maximum of one year. Dates will be booked from July 1st of the current year to June 30th of the next year.**
- F. A request for space is not confirmed until the individual requesting the reservation receives oral or written confirmation from the Parish Administrative Manager or Parish Facilities Coordinator.**
- G. The pastor will resolve any conflicts regarding use of the facilities.**

Usage of Parish Facilities

- A. Each individual, or organization, will be responsible for leaving the reserved space as they found it. Usage requires a commitment to leave the space used in a clean and orderly fashion. Failure to do so will result in no further room and space usage.**
- B. If key/fob is required – the key/fob must be picked up at the designated location and returned to that location either on the day of the event, or on the next business day. Lost key/fob will result in a \$10.00 charge for its replacement to the individual that was responsible for it.**

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- C. No one may use nails, tacks, screws, wires or tape on the walls, ceilings, doors or floors of any building without prior approval of the Parish Administrative Manager.
 - 1. Do not, under any circumstances, place tape on the gym floor.
 - 2. Any tables and chairs placed on the gym floor must have protective caps to avoid damage.

- D. It is the responsibility of the user to inform the Parish Administrative Manager as to their requested set-up for room layout, tables and chairs and equipment requirements at least one week prior to the event date.

- E. No individual or organization may use the sound and lighting, stage and gym equipment without permission from the Parish Administrative Manager. ADJUSTMENTS TO THE SOUND SYSTEM ARE TO BE MADE BY AUTHORIZED PERSONNEL ONLY.

- F. Hallways and doorways shall not be obstructed or blocked, and must remain clear at all times. Safety equipment or devices shall not be tampered with or circumvented for any purpose.

- G. Any storage of equipment specifically for the use of one organization must receive approval from the Parish Administrative Manager.

- H. Use of the kitchen area and kitchen equipment requires specific permission from the Parish Administrative Manager.
 - 1. Should the equipment be used in the kitchen, a training session will be required by the user from the Facilities Coordinator. Many of the appliances and other equipment items in the kitchen pose a risk of serious injury to inexperienced users and persons unaccustomed to being around such equipment.
 - 2. **ABSOLUTELY** no children under age 15 are permitted in the kitchen for any reason. Users are expected to strictly enforce this restriction.
 - 3. Children between the ages of 16-17 may work in the kitchen with permission from the Parish Administrative Manager and under adult supervision.
 - 4. You must be 18 years of age or older to use kitchen equipment and sharp tools (i.e. knives, slicers, peelers etc.)
 - 5. No food that is brought in for an event shall be left on the premises.

- I. All facilities at Saint Patrick Parish are designated tobacco-free facilities. Smoking or other tobacco products are NOT permitted in any building.

- J. No one is permitted to carry weapons including concealed weapons.

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- K. Use of all or any part of the facilities is restricted to the purpose for which the Parish Administrative Manager authorized use of the facility, and the facilities may not be used for any other purpose without prior approval of the Parish Administrative Manager.**

Alcohol Use Policy

- A. The sale or use of alcohol on Saint Patrick Church property is prohibited. Any person or organization must secure permission from the Parish Administrative Manager for permission and guidelines.**
- B. It is the responsibility of the user of the facility to assure that all Pennsylvania laws and all Diocesan guidelines pertaining to the serving of alcoholic beverages are followed, and that any applicable alcohol permits are secured prior to the event, and a copy given to the Parish Administrative Manager.**
- C. The user, upon granting of permission to have alcohol at the premises, shall assume and does assume all responsibility and liability for the actions of those persons consuming alcoholic beverages and shall indemnify and hold harmless Saint Patrick Parish and the Diocese of Harrisburg for any and all damages directly or indirectly resulting from the sale, use, or possession of alcoholic beverages at, or on the premises.**
- D. UNDER NO CIRCUMSTANCES MAY ALCOHOL BE SERVED TO MINORS. The parish reserves the right to refuse an event sponsor permission to serve, or sell alcohol, for any reason at the discretion of the pastor.**

Use of Facilities by Outside Organizations or Private Individuals

- A. All persons or organizations using any part of Saint Patrick's Facilities are responsible for the conduct of those persons or members attending the meeting, function or event, including during any setup or cleanup periods, and shall insure that all persons comply with all laws in Pennsylvania including acquiring and paying for all permits required for small games of chance or alcohol use permits.**
- B. All groups must abide by the Youth Protection policy of the Diocese of Harrisburg. This may be viewed on the diocesan website which is: www.hbgdiocese.org. The parish and diocese accept no responsibility for failure to comply with stated requirements.**
- C. The individual and/or organization will provide the parish with proof of certification of adequate liability insurance coverage in the amount of \$1,000,000.00 per occurrence. This certificate of insurance must name the parish and the Arch/Diocese as an additional insured. This applies only to non-parish organizations and non-parish related functions.**

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Facility Usage Fee Schedule and Security Deposit

The following fee schedule is to be observed and followed by all groups which are not recognized ministries of the parish in requesting use of the Parish facilities. Those charged usage fees constitute non-parish based organizations; or individuals that may, or may not, be members of the parish requesting use of the Parish Facilities.

Rental staff support must be present at all events that are not organized or sponsored by recognized ministries of the parish. The rental staff support fee in the amount of \$20 per hour is due upon confirmation of the reservation.

There will be a minimum \$100.00 clean up fee for dinners, dances, wedding and funeral receptions, or for any event at which food and/or drink are served. Additional fees will apply depending on number of guests (see rental fees). Parish Organizations will be charged a \$50.00 clean up fee for any event at which food and/or drink will be served. The clean-up fee is due upon confirmation of the reservation.

The fees are strictly intended to be used for the cost of utilities, supplies, and the maintenance team that must perform cleanup, breakdown of setup, setup for the next event, and locking up and securing of the building. The fees are fixed for the event.

<u>Specific Space Requested</u>	<u>Fee per Room</u>
1. Warrell Social Hall	\$175.00
2. Warrell Social Hall Kitchen	\$175.00
3. School Gymnasium	\$100.00
4. School Library	\$ 50.00
5. Father Ganss Room	\$ 50.00
6. Music Room	\$ 50.00
7. Science Room	\$ 50.00
8. Art Room	\$ 50.00
9. School Classrooms	\$ 50.00
10. Monsignor Mattern Room	\$ 50.00
11. Bishop Waltersheid Room	\$ 50.00
12. Monsignor Schmidt Room	\$ 50.00
13. All three Adult Education Rooms	\$150.00
14. Father Welsh Room	\$100.00
15. Father Forrey Room	\$ 75.00
16. The Turo Scout Room	\$ 50.00
17. The Eagle Scout Room	\$ 50.00
18. The Warrell Scout Room	\$ 50.00
19. All three Scout Rooms	\$150.00

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20. Parish Activity Center Gymnasium	\$300.00
21. The above with the use of the Stage and Equipment	\$600.00
22. Parish Activity Center Kitchen	\$200.00
23. Kole Library	\$ 50.00
24. Saint Joseph Room	\$ 50.00
25. Catacombs (rectory basement not handicap accessible)	\$ 50.00
26. Saint Eleanor Regina Chapel	\$100.00
27. Saint Eleanor Regina Chapel w/kitchen usage	\$125.00

Tables & Chairs Fee:

First 6 tables and 48 chairs are included in the cost of room rental fee. Below are the fees for additional tables & chairs.

	<u>Fee</u>
1. Tables	\$7.00 each
2. Chairs	\$1.25 each

Clean up Fee:

There will be a minimum \$100.00 clean up fee for dinners, dances, wedding and funeral receptions, or for any event at which food and/or drink are served. Below are the clean-up fees depending on the number of estimated guests.

	<u>Fee</u>
1. 1-100 Guests	\$100.00
2. 101-200 Guests	\$125.00
3. 201-300 Guests	\$150.00
4. 301-400 Guests	\$175.00
5. 401-500 Guests	\$200.00
6. 501+ - Parish Administrative Manager will determine and communicate clean up fee	

Rental Staff Support Fee:

There will be a rental staff support fee of \$20.00 per hour for any event that is not sponsored by a recognized parish ministry.

	<u>Fee</u>
1. Rental Staff Support	\$ 20.00/hr.

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Security Deposit

A security deposit of \$250.00 will be required for the rental of the Warrell Social Hall and Kitchen or for the Parish Activity Center Gymnasium and Kitchen combination. A security deposit of \$500.00 will also be required for the use of the Stage, Stage equipment, and parish Activity Center Gymnasium. The security deposit is due upon confirmation of the reservation and will be returned to the applicant once post-event inspection of facilities and equipment have been conducted to confirm no damage was incurred from the event. If damage was incurred the security deposit will be used to pay for the repair. If the security deposit does not cover the cost of the repair the applicant will be required to pay the outstanding repair expense. If there is no damage to the facility the security deposit will be returned within fifteen (15) days from the date of the event.

Fee Payment

Upon confirmation of reservation, the applicant will make full payment to the parish, including tables & chairs fee, clean up fee, rental staff support fee, rental fee and security deposit (if applicable) to secure the event date.