

## *Church of the Holy Infant*

### Facility Usage Policy

April 2017

#### I. PURPOSE

The purpose of the *Facility Usage Policy* is to ensure that organizations associated with Holy Infant Parish have a fair and reasonable opportunity to responsibly use the facilities at Holy Infant Parish. The facilities are for the use of parish organizations. They are not available for personal use.

#### II. FACILITIES

The facilities of Holy Infant that are available include: Holy Infant Room, Lower Cafeteria, Lower Kitchen, Msgr. Buchheit Center, Upper Cafeteria, Upper Kitchen, Rosario Hall, Adult Education Room and the Church.

#### III. SCHEDULING

When a scheduling conflict for facility usage arises, the Holy Infant administration will use the following priority:

- A. Sacramental, Pastoral, and Parish Events
- B. Parish Elementary School & PSR Events
- C. Athletic Events
- D. Other events as allowed with Pastor's approval

#### IV. CALENDAR

- A. The parish office will accept facility requests on a first come-first served basis.
- B. Each organization must fill out a *Request for Facility Use* form to reserve parish facilities.

#### V. GENERAL GUIDELINES FOR USAGE OF ALL FACILITIES

- A. The use of any Holy Infant facility must be scheduled through the parish office in advance of the event.
- B. In order to use facilities at Holy Infant, Holy Infant ministries/organizations must ensure that its members or volunteers 18 or older who work with or near children or vulnerable adults in any capacity **are in complete compliance with Protecting God's Children**. Contact the Parish Safety Coordinator, Kris Mispagel, at 227-7440, ext. 105 with any questions.
- C. All keys must be signed out from the parish office the day of the event between the hours of 8 am and 12 pm or 1pm and 4 pm Monday through Friday. Special arrangements to pick up the

keys at other times may be made by calling the parish office at (636) 227-7440. At the conclusion of an event, keys and the **signed Facility Usage Request checklist** should be placed in a manila envelope and returned to the parish “drop box” located at the entrance of the parish office. **DUPLICATION OF KEYS IS STRICTLY FORBIDDEN.**

- D. All rooms are to be kept locked when not in use. Please check doors before you leave to make sure all are locked.
- E. Food and drink are only allowed in the facilities with prior approval from the parish and school administration.
- F. The kitchens are available for use only with prior approval from the parish administration and informing the cafeteria manager two weeks in advance of the event.
- G. If you place an order through Food Service, invoices must be paid by check before the 28<sup>th</sup> of the same month. If you are placing a recurring order, a check is needed each week. Contact Laura Kramer, Cafeteria Manager, for more details at (636) 227-0802, ext. 5, Monday through Friday, 8 am to 2 pm.
- H. It is the responsibility of the organization using a room to make sure the room is left in a clean and acceptable condition. Please sweep the floor. (Mop, if needed). Trash should be removed. Please wipe down the tables and chairs and return them to the standard configuration. A standard configuration diagram is attached to the guidelines for each room.
- I. Upon leaving the facility, refer to the *Facility Guidelines* for a list of closing procedures.
- J. Any damage to the facility, noticed prior to or incurred during your usage, should be reported as soon as possible to the rectory. If there is a true emergency, call the rectory.
- K. You have the option of hiring our maintenance staff to clean up after your event. The charge for this is “time and a-half” the regular pay of the maintenance man. Contact Rob for more information at (636) 227-0802, ext. 4.
- L. Please use only the equipment, supplies and area that have been approved for you. Please stay in your area and supervise all children.
- M. No tape is allowed on walls and windows throughout the parish complex.
- N. Events serving food which includes syrup are only allowed in the upper cafeteria.

## VI. THE MSGR. BUCHHEIT CENTER

- A. All organizations must abide by the guidelines stated above in Section V.
- B. There is no access to this room prior to 4:30 or 5 pm, Monday through Friday, during the school year.
- C. **No events, including athletic games or practices, may be scheduled during Mass times. Therefore, no practices or games may be scheduled on Saturdays between 4 pm and 6:30 pm or on Sundays before 1:30 pm.**
- D. Adult supervision is required for all activities in the Msgr. Buchheit Center.
- E. The only balls allowed in the Msgr. Buchheit center are volleyballs and basketballs. The following activities are strictly forbidden in the Msgr. Buchheit Center: hockey, roller blading, kickball, soccer, skating, football, wiffleball, softball and baseball.
- F. Care should be taken to ensure that the gym floor is not scratched. If your event requires using tables, chairs, etc. the cover must be put down before placing the tables, chairs, etc. See the

*Facility Request Form* to determine if using the pad is necessary. Care should also be taken to remove debris from shoes before entering the gym.

## **VII. FORFEITURE**

Any abuse of the Holy Infant Parish facility or failure to follow the guidelines as stated in the *Facility Usage Policy*, *Facility Request Form*, and *Facility Guidelines* may result in the loss of privileges to use the Holy Infant facilities.

HOLY INFANT PARISH

FACILITY REQUEST FORM—ONE-TIME EVENT  
JUNE 2017– MAY 2018

Date of Event: \_\_\_\_\_  
Facility (ies) Requested: \_\_\_\_\_  
Specific Activity: \_\_\_\_\_  
Ministry/Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: H: \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Activity will begin at \_\_\_\_\_ and end at \_\_\_\_\_  
Setup Time: \_\_\_\_\_ AM / PM  
Number of adults in attendance \_\_\_\_\_ Number of children in attendance \_\_\_\_\_

Adult responsible for picking up and dropping off keys \_\_\_\_\_  
Phone Number: H \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

\*\*\*Room keys must be picked up Mon.– Fri. between 8:00a.m.and 12:00p.m; or 1:00p.m.and 4:00p.m. At the conclusion of your event return the key(s) and signed checklist to the parish “drop box” located at the entrance of the parish office. Duplication of keys is strictly forbidden. When a scheduling conflict arises, the Holy Infant Administration will use the following priority: A: Sacramental, Pastoral, and Parish Events B: Parish Elementary School & PSR Events, C: Athletic Events, D: Other events as allowed with Pastor’s approval. This priority system also applies to previously scheduled events. If for any reason your event needs to be moved to a different facility, other available facility options will be suggested and you will receive as much notice from the rectory staff as possible.

Drinks Yes \_\_\_\_ No \_\_\_\_ Type \_\_\_\_\_  
Food Yes \_\_\_\_ No \_\_\_\_ Type \_\_\_\_\_  
Tables Yes \_\_\_\_ No \_\_\_\_ How many \_\_\_\_\_  
Chairs Yes \_\_\_\_ No \_\_\_\_  
Cooking Facilities Yes \_\_\_\_ No \_\_\_\_ Which one \_\_\_\_\_  
Pad for gym floor Yes \_\_\_\_ No \_\_\_\_

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

HOLY INFANT PARISH

FACILITY REQUEST FORM—RECURRING EVENT

June 2017 – May 2018

Dates of Event: \_\_\_\_\_ of each \_\_\_\_\_  
i.e. 1st Monday of each month; 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month, etc.

Exception Date(s): \_\_\_\_\_

Facility (ies) Requested: \_\_\_\_\_

Specific Activity: \_\_\_\_\_

Ministry/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: H: \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

Email Address: \_\_\_\_\_

Activity will begin at \_\_\_\_\_ and end at \_\_\_\_\_

Setup Time: \_\_\_\_\_ AM / PM

Number of adults in attendance \_\_\_\_\_ Number of children in attendance \_\_\_\_\_

Adult responsible for picking up and dropping off keys \_\_\_\_\_

Phone Number: H \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

\*\*\*Room keys must be picked up Mon.– Fri. between 8:00a.m. and 12:00p.m; or 1:00p.m. and 4:00p.m. At the conclusion of your event return the key(s) and signed checklist to the parish “drop box” located at the entrance of the parish office. Duplication of keys is strictly forbidden. When a scheduling conflict arises, the Holy Infant Administration will use the following priority: A: Sacramental, Pastoral, and Parish Events; B: Parish Elementary School & PSR Events, C: Athletic Events, D: Other events as allowed with Pastor’s approval. This priority system also applies to previously scheduled events. If for any reason your event needs to be moved to a different facility, other available facility options will be suggested and you will receive as much notice from the rectory staff as possible.

Drinks Yes \_\_\_\_\_ No \_\_\_\_\_ Type \_\_\_\_\_

Food Yes \_\_\_\_\_ No \_\_\_\_\_ Type \_\_\_\_\_

Tables Yes \_\_\_\_\_ No \_\_\_\_\_ How many \_\_\_\_\_

Chairs Yes \_\_\_\_\_ No \_\_\_\_\_

Cooking Facilities Yes \_\_\_\_\_ No \_\_\_\_\_ Which one \_\_\_\_\_

Pad for gym floor Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_