

St. Mary of the Knobs Catholic Church

Facilities Use Policies and Procedures

August 2010

SMKCC Facilities Use

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I. GENERAL GUIDELINES

A. Purpose

The St. Mary of the Knobs Catholic Church, also known as SMKCC, facility will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and vision of SMKCC as summarized below:

"We, the faith community of St. Mary of the Knobs, in the spirit of stewardship, commit ourselves to worship in the Roman Catholic tradition through Sacrament and Liturgy. We promote a warm, inviting atmosphere to new and established parishioners and community members, responding to their spiritual, educational, social, and human needs. We seek to retain their active involvement in parish life and community."

B. Qualification for Use of the Facilities

1. Priority of the use of the facilities shall be given to parishioners* and organized groups that are a part of the ministry, organization, or sponsored activities of SMKCC as follows:
 - a. Parish-sponsored ministries, commissions, committees, council, groups, and programs
 - b. Appropriate religious functions for parishioners
 - c. Other charitable organizations as sponsored by parishioners
 - d. Non-parish groups/organizations ,whose beliefs are in harmony with the teachings of the Catholic Church, may be approved by the Facilities Coordinator

*Parishioners are officially registered and participating members of the parish for a period of one year, who believe and accept the teaching of the Catholic Church "especially on essential matters of faith and morals." Parishioners attend Mass on Sundays, receive sacraments regularly, and give personal, public, spiritual, and financial (has donated at least once in each of the last 4 quarters) support to St. Mary of the Knobs Catholic Church.

2. The facilities and equipment of SMKCC will be made available only to non-parishioner groups that meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of SMKCC.
- b. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.
- c. Groups that are known to SMKCC. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders.
- d. Groups that meet the insurance, liability, and waiver requirements.

3. SMKCC reserves the right to cancel or refuse any use agreement at any time if group is not in compliance with SMKCC's *Mission and Facilities Use, Policies, and Procedures* guidelines.

C. Operations

1. Facilities Access

Keys may be provided to the leaders of the various parish committees on a permanent basis. Others will be required to pick up a key during office hours or make arrangements for having someone meet to unlock the building. Arrangements will be made for key return through the Facilities Coordinator. Only parish office staff will be furnished with keys to the separate Office and Administration area.

2. Facilities Hours

Facilities are available between 8:00 am-10:00 pm. Any use outside these hours must be approved by the Pastor and Facilities Coordinator. No parish activities/meetings will be scheduled during weekend liturgies or during liturgies on Holy Days of Obligation.

3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the parish office by the Facilities Coordinator. Office hours are 8:30 am-4:30 pm Monday through Friday. Scheduling requests should be made on a Facilities Use Agreement. All groups in sponsored events must provide a copy of a Certificate of Insurance. (See #5 below.)

4. Reservation Form

When a reservation request is made, a copy of the *Facilities Use Policies and Procedures* and a *Facilities Use Agreement* shall be given or sent by SMKCC to the requesting group. The event will be put on the church calendar once the Facilities Coordinator approves the request, receives the security deposit, and the *Facilities Use Agreement*, and *Certificate of Insurance* (for all non-parish sponsored groups) are completed, signed, and returned to the Facilities Coordinator.

5. Insurance

There are risks connected with activities. St. Mary of the Knobs Catholic Church is not responsible for injuries to spectators or participants. This includes suits and demands whatsoever in law or in equity.

St. Mary of the Knobs is required *by* the Archdiocese of Indianapolis to have \$1,000,000.00 liability insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the SMKCC Office (923-3011) to arrange coverage, we will process the necessary paperwork and forward it to the Archdiocese with your check of \$125.00 to obtain the proper coverage. An Assumption of Risk, Waiver, and Release from Liability form must also be signed when non-parish sponsored or affiliated groups use parish facilities. Alternatively, the user may obtain a Certificate of Insurance on their own, in the amount of \$1,000,000.00 naming the SMKCC and the Archdiocese of Indianapolis as additional insureds.

D. Facility/Equipment Fees

1. There will be no building use fee charged to parish-sponsored groups. However, there will be a rental charge to both parishioner and non-parishioners for use of the facility for non-parish sponsored activities. There is also a standard, refundable security deposit fee of \$250. The security deposit will be refunded in its entirety, unless there is damage to the facility, the rented area is not left clean, or the facility key is not returned on time. For specific fees, please refer to *Fee Schedule A*.

2. There will be a rental fee for the use of parish-owned equipment (audio/visual equipment, chairs, tables, etc.) for all non-parish sponsored groups. For specific fees, please refer to *Fee Schedule B*.

E. Alcohol Beverage Policy

The serving of alcohol is limited to the Geis Activity Center. The serving of alcoholic beverages is prohibited during liturgies and hours of religious education. Serving to minors is prohibited at all times. Open, unsupervised serving of alcohol is prohibited. Any use of alcohol outside of the Geis Activity Center must be approved by the Pastor.

F. Non-Smoking Policy

All indoor facilities are designated non-smoking.

G. Interior Use Guidelines

Note: Non-parish groups planning to use the facilities must meet with the Facilities Coordinator to finalize plans for set up and use of equipment BEFORE final permission will be granted.

1. Groups are restricted to only those areas of the building and grounds they have reserved. Children must be under adult supervision (21 yrs.*) at all times!
2. There shall be no illegal drugs allowed in the buildings or on the grounds.

3. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless PRIOR arrangements have been made with Pastor's consent.
4. Smoking is prohibited inside all facilities.
5. Food and beverages will not be allowed anywhere other than the Kitchens and Gather Area without specific prior approval of the Facilities Coordinator. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages. If refreshments are being served as part of your parish group's activities (WCC, Scouts, etc), table cleaning, sweeping, mopping putting trash in the dumpster, etc. are also the user's responsibility.
6. Any group using a room must return table and chairs and all fixtures to their original position after use.
7. Church equipment, tables and chairs, etc. are available only on request. Classrooms, conference rooms, kitchens, etc. will remain locked unless use is specifically requested.
8. Restrooms must be kept clean. Be sure all toilets are flushed.
9. The kitchens in the Parish Hall and School Gym are designed mainly for warming purposes. Major food preparation should be done off the premises. Refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules* attached.
10. The kitchen in the Geis Activity Center can be used for meal preparation. However, professional caterers are encouraged to prepare meals off premises. Refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules* attached.
11. There shall be no furnishings of any kind removed from the building without permission.
12. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, etc. from walls or windows, only use Removable Poster Tape which will be provided.
13. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
14. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.

H. Equipment, Furnishings, and Supplies

1. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from any of the facilities for personal use.
2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. A list of equipment and room capacities is available in the Facilities Coordinator's office. In some instances special arrangements can be made to move equipment.
3. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

Note: Non-parish groups planning to use the facilities must meet with the Facilities Coordinator to finalize plans for set up and use of equipment BEFORE final permission will be granted.

I. Exterior Use Guidelines

1. Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway).
2. Prior approval must be arranged if events are to be scheduled during liturgies.
3. The drilling of holes in the parking area pavement (for tents), or any other alteration of the exterior grounds or facilities is permitted only by permission. Any approved changes must be returned to original condition following usage.
4. Trash should be disposed of in the dumpster.

J. Set-Up

1. Non-parishioner groups using the facility shall set up for their event unless prior arrangements have been made.
2. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place before damage deposit is returned.

3. Posters, decorations, etc. shall not be attached to wall or ceilings without prior approval of Facilities Coordinator.

K. Clean-Up

1. All groups using the facility shall be responsible for cleaning up the space.
2. All furnishings and equipment shall be returned to their original positions.
3. The space shall be left clean and all trash or garbage shall be disposed of in the dumpster or recycling containers.

L. General Conditions

1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.
 - a. A competent leader 21 years* of age or over must be present during all hours of negotiated use.
 - b. All youth groups shall require adequate adult supervision per Archdiocese of Indianapolis guidelines.
 - c. Smoking, use of smokeless tobacco, drugs, violent behavior, abusive or profane language, and other forms of detrimental conduct are prohibited.
 - d. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.
2. SMKCC reserves the right to have a representative present at any meeting/function held at SMKCC.
3. St. Mary of the Knobs Catholic Church will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
4. All groups/organizations agree to pay for any and all damages to premises and/or equipment.
5. Use of the SMKCC facility does not imply endorsement or sponsorship of the event in any way by SMKCC.

6. St. Mary of the Knobs does not allow rental of our facility to any for-profit group intending to make money during an event at our facility.

*Parish-sponsored events may have age requirement exempted with Facility Coordinator's approval.

II. KITCHEN USE RULES

- ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF SMKCC AND ARE NOT FOR GENERAL USE
- RENTAL GROUPS MUST PROVIDE ALL PAPER PRODUCTS - ITEMS IN CUPBOARDS, PANTRIES, AND REFRIGERATORS ARE NOT FOR GENERAL USE
- DISPOSE OF ALL LEFTOVERS. DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR
- ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE
- WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)
- TURN OFF STOVE AND ALL OTHER APPLIANCES
- CLEAN WARMING OVEN TRAYS IF SOILED
- WIPE OFF COUNTERS, RANGE TOPS, MICROWAVES
- CLEAN ALL SINKS OF DEBRIS
- SWEEP AND MOP FLOOR IF NECESSARY
- RECYCLING IS ENCOURAGED- PLEASE PLACE ALL RECYCLABLES IN CONTAINERS PROVIDED
- REMOVE ALL TRASH TO DUMPSTER IN PARKING LOT
- TURN OFF LIGHTS WHEN YOU LEAVE
- CHECK THAT ALL DOORS ARE LOCKED

PLEASE DIRECT ALL QUESTIONS TO FACILITIES COORDINATOR.

III SCHOOL GYM AND GEIS ACTIVITY CENTER GYM USE GUIDELINES

Use/Scheduling

All requests to use either facility must be made to the Facilities Coordinator (812-923-3011). At least two weeks prior to an event, please fill out a Facility Use Agreement in the Office. If your request is approved, the Facilities Coordinator will notify you and reserve the facility on the parish calendar.

Insurance

Individuals who use parish premises for non-parish sponsored activities are required to provide the parish with a Certificate of Insurance documenting \$1,000,000 general liability coverage and **naming St. Mary of the Knobs Catholic Church and the Archdiocese of Indianapolis as additional insureds**. A Facility Use Agreement must also be signed.

If sports are involved, St. Mary of the Knobs **additionally** requires each participant to sign an Assumption of Risk, Waiver, and Release Liability, one signed agreement per individual, per season.

Children

Due to the possibility of serious injury, our insurance company advises us that **children should not be on the court or on the stage when adults are playing sports**. Please reserve a **separate** room for the children to play in and provide a **responsible adult (over the age of 21* [see item 9 in Gym Rules below])** to **supervise** the children at all times.

Facility Occupancy

School Gym floor-400

Geis Act. Ctr. Gym floor-700

Geis Act. Ctr. Bleachers-326 w/ 6 handicap seats (110/111 per section)

Geis Act. Ctr. Stage-area is 22'W x 15'2'D' x 2'H

Geis Act. Ctr. Conference Rm.-176 w/ chairs only

Parish Hall-200

Parish Hall Conference Rm.-20

Parish Hall Child Care Rm.-20

SMKCS Classroom-25

SLC Conference Rm.-15

GYM Rules

1. **No open or walk-in usage** allowed for insurance and security reasons.
2. Gym floor must be "mop-swept" (dry mopped) **both before and after every use and dirt disposed of in waste container.**
3. For sports be sure all lights are on for safety.
4. Athletic participants must use proper court shoes.
5. Dunking the basketball is prohibited on all rims. Hanging on rims, nets, or basket supports is prohibited.
6. Please properly dispose of food/drink containers in proper trash or recycling containers.
7. Thermostats-temperatures in gyms are pre-set according to pre-arranged gym use. Do **NOT** adjust temperature controls. If temperature needs re-setting, please contact the parish office (812-923-3011) during regular work hours (8:30 am- 4:30 pm).
8. No smoking allowed.
9. A **parent (or a responsible adult 21 years* or older) must supervise children at all times on St. Mary of the Knobs premises.**
10. Children may not use the stage for playing. The stage is to be used for performances only. Children are not allowed on the stage except for supervised program performances.
11. Playing or climbing is not allowed on the bleachers.
12. No indoor soccer.

13. When scheduling please request use of specific gym equipment before needed.
14. All sports equipment to be returned to storage before leaving area.
15. **Turn OFF all lights including restrooms and locker rooms when leaving and lock all doors.**

Please notify the parish Facilities Coordinator (812-923-3011) of any problems.

*Parish-sponsored events may have age requirement exempted with Facility Coordinator's approval.

August 2010

V_Fee Schedule A: Facility Rental Fees*-Non-Parish Sponsored Events

	<u>Parishioner</u>	<u>Non-Parishioner</u>
Main Worship Space	No Charge (Weddings Charged \$150)	\$650
Chapel	No Charge (Weddings Charged \$150)	\$100
Gather Area/Kitchen	\$100	\$200
Classrooms	No Charge	\$15/hr./room
Conference Rm.	\$35	\$50
Geis Ctr. Gym (Sports)	----- \$50/Hr.	-----
School Gym (Sports)	----- \$50/Hr.	-----
School Gym (Reception/Mtgs).		
Gym/Geis Ctr. Kitchen (Reception/Mtgs.)	\$350	\$850 (Plus)
Parish Hall/Kitchen		
Playground	No Charge	\$25/Hr.
Softball Field	\$25/2 Hr.	\$50/2 Hr. \$200/Season
Soccer Field	\$25/2 Hr.	\$50/2 Hr. \$200/Season

* Fees may be adjusted depending upon the number of participants, event, or organization for non-parish sponsored activities.

Parishioners are defined as officially registered and participating members of the parish for a period of one year (prior to an inquiry and reserving space), who believes and accepts the teaching of the Catholic Church "especially on essential matters of faith and morals." Parishioners attend Mass on Sundays, receive sacraments regularly, and give personal, public, spiritual, and financial (has donated at least once in each of the last 4 quarters) support to St. Mary of the Knobs Catholic Church.

VI_Fee Schedule B: Equipment Rental Fees*- Non-parish Sponsored Events

The rental fees for use of parish-owned equipment are as follows:

	<u>Parishioner</u>	<u>Non-Parishioner</u>
Easels/Paper	\$-----	\$-----
VCR/DVD/TV	\$-----	\$-----
Overhead Projector	\$-----	\$-----
Screen	\$-----	\$-----
Round Tables	\$-----	\$-----
Long Tables	\$-----	\$-----
Chairs	\$-----	\$-----
Sound System	\$-----	\$-----
Microphone	\$-----	\$-----

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VII

ASSUMPTION OF RISK, WAIVER, AND RELEASE FROM LIABILITY

FOR PERSONS UNDER EIGHTEEN (18) YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THIS FORM.

PLEASE READ CAREFULLY BEFORE SIGNING THIS ACKNOWLEDGEMENT, WAIVER, AND RELEASE FROM LIABILITY:

1. ASSUMPTION OF THE RISK. The undersigned assumes all risks which are foreseeable and involved with or may arise out of his or her voluntary participation in _____, or his or her child's voluntary participation in _____, including, but not limited to, the negligent and or willful and wanton acts of others, the criminal and or intentional acts of others, the omission of an act of another, a defect or condition of the premises, a defect in the vehicles used for transport, or the unavailability of emergency care. The undersigned does not assume the risks of injuries caused by the gross negligence, or willful or wanton misconduct of any officials, officers, employees, or agents of St. Mary of the Knobs and the Archdiocese of Indianapolis.
2. RELEASE. The undersigned releases St. Mary of the Knobs and the Archdiocese of Indianapolis and all of its officers, trustees, employees and agents not to initiate litigation on account of or in connection with any claims, causes of action, injuries, illnesses, damages, and/or cost of expenses arising out of the activities involved in _____, including, but not limited to, (*insert specific activities planned to take place or that could possibly take place during the event or retreat*), including those claims, causes of action, injuries, illnesses, damages, and/or cost of expenses based on death, bodily injury, or property damage whether or not caused by the negligence or other fault of the parties being released.
3. WAIVER. The undersigned waives the protection afforded by any statute or law in any jurisdiction whose purpose, substance, cause and/or effect is to provide that a general release shall not extend to claims, material or otherwise, which the person giving the release does not know or suspect to exist at the time of executing this release. This means, in part, that the undersigned is releasing unknown future claims.
4. INDEMNITY AND DEFEND. The undersigned agrees to indemnify and defend St. Mary of the Knobs and the Archdiocese of Indianapolis, and all of its officers, trustees, employees and agents (hereinafter jointly referred to as "indemnitee") against, and hold them harmless from, any and all claims, causes of action, damages to or destruction of any property of the indemnitee or any others, injury or death that may result to the undersigned, the undersigned's child, or anyone else.
5. REPRESENTATIVES. The undersigned enters into this agreement for him/herself, his/her heirs, assigns and legal representatives.

6. INSURANCE. The undersigned understands that St. Mary of the Knobs and the Archdiocese of Indianapolis do not carry insurance to cover any possible losses the undersigned and/or the undersigned's child may incur as a result of his or her voluntary participation in _____ or his or her child's voluntary participation in _____. The undersigned, or the undersigned's child, is encouraged to have a medical physical exam and purchase health insurance prior to any and all participation.

7. MEDICAL CARE: I understand and agree that St. Mary of the Knobs and the Archdiocese of Indianapolis may not be able to provide medical personnel at all athletic events. I hereby give my consent to have an athletic trainer, a fellow participant, an adult supervisor, emergency medical personnel, and/or a doctor of medicine or dentistry or associated personnel to provide me (or my child) with medical assistance and/or treatment and agree to be financially responsible for the cost of such assistance and/or treatment. I also agree to save and hold harmless and indemnify St. Mary of the Knobs and the Archdiocese of Indianapolis from all liability, loss, cost, claim, lawsuit, or damage, whatsoever, including injury, death, or property damage, which may be imposed upon St. Mary of the Knobs and the Archdiocese of Indianapolis because of any defect in or lack of such capacity to so act or caused or alleged to be caused in whole or in part by the negligence of the released parties.

8. The protections provided by this Assumption of Risk, Waiver, and Release from liability only enhance those protections already provided by the laws of Indiana.

9. ACKNOWLEDGEMENT. THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS AGREEMENT AND REALIZES IT RELATES TO SURRENDERING AND RELEASING VALUABLE LEGAL RIGHTS AND DOES SO FREELY AND VOLUNTARILY. MOREOVER, THE UNDERSIGNED UNDERSTANDS THAT HIS OR HER PARTICIPATION IN _____ OR HIS OR HER CHILD'S PARTICIPATION IN _____ IS VOLUNTARY.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

PRINTED NAME OF STUDENT IF SIGNED BY PARENT/GUARDIAN:
