

St. Norbert Parish Community

FACILITY USE POLICIES AND PROCEDURES

(Effective May 2008)

1. Use of Facilities

We ask that you reflect upon our values of hospitality and stewardship when using our facilities. Hospitality emphasizes having awareness of and consideration for each other. A small action by one person can have a significant affect on many others in our community, especially in matters of safety and security.

Stewardship is another important value for us. We do not have the budget for an around-the-clock janitorial service. Caring for ourselves, our resources and environment is the responsibility of everyone in our Christian community. Please be aware of, prevent and/or avoid any actions that are wasteful or unsafe, such as leaving lights on or doors unlocked.

2. Available Facilities

The following facilities and rooms at St. Norbert Parish are for use by our ministries, church, St. Norbert School groups and, at times, non parochial groups, subject to the approval of the pastor.

<u>NAME</u>	<u>CAPACITY</u>
• Gymnasium	340 w/o tables and 200 with tables
• Ministry Center	500 w/o tables and 200 w/ tables
• Dorothy Day Room	24 w/o tables and 16 w/ tables
• Mother Teresa Room	24 w/o tables and 16 w/ tables
• Jean Vanier Room	24 w/o tables and 16 w/ tables
• Oscar Romero Room	32 w/o tables and 24 w/ tables
• Tielhard de Chardin Room (Library)	56 w/o tables and 40 w/ tables

The Youth Center, which is located above the Gymnasium, is only available for youth and young adult events sponsored by our parish ministries.

3. Scheduling of Facilities

When scheduling an event, please make sure to account for the schedule of Masses, Holy Days, holidays, our school's hours, etc. All events must conclude by 9:00 p.m.

All requests for use of any facility or room shall be made with our Office Manager, who will record the dates on the Parish Master Calendar. If your organization cancels an event, please notify the Office Manager as soon as possible so that others may use the date. The Office Manager must approve any changes in the days or times for a scheduled event.

Event Coordinator: _____

In scheduling your event, please allow for adequate time to conduct the pre-event walk-through and inspection, as well as the post event clean-up, inspection and completion of the Facility Inspection Report.

St. Norbert Parish Facilities will only be available for approved Church or our school's related functions. Our facilities are not available for private functions such as wedding receptions, anniversary, birthday parties or quinceañera celebrations.

4. Mandatory Walk-Through of Requested Facility

The facilities and room available at our parish are new and require that those utilizing them are familiar with available entries, exits, restrooms, electrical appliances, safety equipment, etc.

Consequently, only an adult who has completed a walk-through with an authorized parish staff member may sign-out for keys. As such, it is recommended that each group have more than one person participate in the walk-through.

The person who has signed the necessary forms and completed the mandatory walk-through of the facility becomes the "Event Coordinator." During the walk-through, the Event Coordinator should note any damage to the facility or room on the Facility Inspection Report Form. A copy of the Facility Inspection Report shall be provided to the Event Coordinator and the Office Manager shall maintain the original. Please keep in mind that if your event begins after our office hours, you must check-out any keys before the office closes.

5. Participant Supervision

The Event Coordinator is responsible for supervising all the participants in the group, especially any minors. If the person who reserves the facility is not available at the time of the event then the person who receives the keys will assume this responsibility and become the designated "Event Coordinator." **No one will be given keys to the Ministry Center or Gymnasium if they have not completed the mandatory walk-through.**

The "Event Coordinator" is mandated to report any damage, injuries, repair or maintenance needs, etc., to the Officer Manager at the conclusion of the event. If the Office Manager is not available, the Event Coordinator should make notification to a secretary in the Ministry Center Office.

6. Rules and Regulations for Use of the Facilities

The Event Coordinator is ultimately responsible for their group's adherence to the rules and regulations for use of the facilities. Violation of any of these rules and regulations can become grounds for a group to lose their privileges to use the facilities or rooms at St. Norbert parish.

- NO alcoholic beverages are permitted in any facility or rooms without prior authorization from the pastor.
- St. Norbert Church is a smoke-free environment. We do not permit smoking in any of our facilities or within 50 feet of entrances to any of our facilities.
- Please remind your group to use our furniture properly and safely, and to give careful attention to flooring, counters, walls, fixtures, etc.
- You may not go through a kitchen or bathroom door to access another part of the facility.

Event Coordinator: _____

- An adult must supervise children at all times. Children are not allowed to run inside or outside any parish facility.
- The Parish does not normally provide childcare and parents are responsible for the care and safety of their children.
- For certain Parish-sponsored events (e.g., Summer Social, Lenten Mission, etc.), childcare may be provided based upon prior approval from the Ministry Center Office Manager.
- Please ask for instructions and permission to use equipment well in advance of your meeting.
- Any personal property that is in the room must not be disturbed.
- Please be aware of the volume of noise being generated by your event and ensure that it does not interfere with other meetings or our neighbors.
- If police or fire personnel are called to an event, the Event Coordinator must immediately contact the priest on-duty at (714) 514-5958.

7. Set-ups for the Event

If your meeting/event requires a set-up, which may include putting a wall up in the Ministry Center, bringing in a TV, or other special request, you must submit a completed Meeting Room Set-up Request Form to the Office Manager, at least five days before the meeting/event. Please note that set-ups are done before 3:00 p.m.

Audio and video equipment is available upon request, providing that the Event Coordinator has received instruction on its proper usage by a member of the St. Norbert staff.

Please check the facility or room immediately before your event and note any discrepancies (carpet stains, dirty counters) on the Facility Inspection Report. Advise the Office Manager or, if unavailable, a secretary in the Ministry Center Office of any significant damage that has not already been documented on the Facility Inspection Report.

8. Clean-up

Please include time to clean-up in the planning and scheduling of your activities. Please remove all debris, decorations, and personal or program supplies. Please tidy-up any tables or counters you have used. If you serve food or drink, or are making crafts, please attend to any spills caused by participants immediately.

Straighten furniture; make sure that all windows and doors to the entire facility are locked and turn off the lights. Please check to see that the bathrooms are empty and faucets are turned off. Trash should be placed in trash bags, sealed and left "inside" the building. Parish staff will place the bags in the dumpster at a later time.

If any damage is found or done to any of our facilities, furniture, equipment, or if any supplies are needed or missing, please notify the Office Manager verbally and in the Facility Inspection Report so that appropriate action may be taken. When you finish using a facility, it should be at least in as good a condition as you found it.

Event Coordinator: _____

9. Lock-up

All events must conclude by 9:00 p.m. The Event Coordinator is responsible for securing the facility after their group is finished using it. Please turn-off all appliances, electronics and lights, except security lights. Close and lock all doors and windows to the building. Please double check to be certain that you have locked all the outside doors before you leave.

At the conclusion of the lock-up procedure, the keys and a Facility Inspection Report must **immediately** be returned to the parish office, or the drop-box provided for after-hour events. Keys may not be kept overnight.

The Event Coordinator will automatically be charged \$100 for any lost key.

10. Problems

The Facility Inspection Report should note any incident that occurred during your gathering such as stains, items needing repair or restoration, injuries to participants, etc. To report an un-safe condition, please immediately notify the Office Manager, at (714) 637-4360 ext. 102. If the Office Manager is not available, please contact a secretary in the Ministry Center Office.

11. Review

We frequently spot-check our facilities. If the carpet is stained during the course of your function and professional cleaning is needed, the user will be charged a carpet-cleaning fee. In addition, we may require the Event Coordinator to attend an additional orientation session before allowing them to reserve any facilities in the future.

Any Event Coordinator or group user, who fails to maintain the facilities and/or follow the guidelines established within the Facility Use Policies and Procedures, may lose their privilege to use the facilities.

I have read and understand the guidelines outlined in this Facility Use Policies and Procedures Form:

Signed: _____

Date: _____

Signed: _____

Date: _____

Event Coordinator: _____