



St. Matthias RC Church

58-15 Catalpa Avenue
Ridgewood, NY 11385
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Facility Use Manual

and

Guidelines

Revised October 15, 2014

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GENERAL GUIDELINES

PURPOSE

St. Matthias Catholic Church facilities will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of St Matthias Catholic Church as listed below:

MISSION STATEMENT

One in our diversity, we are the faith community of Saint Matthias.

Our *faith* is in Christ Jesus our Lord, entrusting us one to another.

Our *unity* is the food we share: the Eucharist and the Word.

Our *diversity* is in the ways we share: our history and cultures – *ourselves!*

Our *community* is the harvest we reap from freeing the gifts of the Spirit and the talents of every seeker.

Leading by example, we welcome and embrace everyone through personal and communal prayer, Gospel witness and loving service to all who seek hope, healing and a spiritual home.

STATEMENT OF POLICY

Our parish has been blessed with wonderful facilities to carry out the mission of the church. Therefore, proper oversight must be given to ensure that:

- Adequate facilities exist to effectively carry out the mission objectives and goals.
- Users exercise proper care and safety.
- Such facilities are properly protected against loss or misuse.
- Wise stewardship is being expressed through energy conservation, cost reductions and safety measures.
- The life of the facilities is extended through proper maintenance programs.

QUALIFICATION FOR USE OF THE FACILITIES

1. Priority for the use of the facilities shall be given to organized groups that are a part of the ministry, organization, or sponsored activities of St. Matthias Catholic Church as follows:

- Parish or Parish School-sponsored committees, councils, groups and programs.
- Appropriate religious or charitable functions.
- Non-parish groups/organizations as approved by the Pastor.

2. The facilities and equipment of St. Matthias Catholic Church will be made available only to non-parish sponsored groups that meet the following qualifications:

- Groups whose general objectives are in harmony with the principles and objectives of St. Matthias Catholic Church.
- 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.
- Groups that are known to St. Matthias Catholic Church. 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.

3. St. Matthias Catholic Church reserves the right to cancel any use agreement at any time if group is not in compliance with St. Matthias Catholic Church's mission and *Facilities Use Manual and Guideline*.

PARISH FACILITY CALENDAR

The Parish Facility Calendar runs from September 1st through August 31st, and can be viewed via the internet on the parish website at: www.saintmatthiaschurch.net/CALENDAR.

FACILITY REQUESTS

In general, facility requests for the upcoming Facility Calendar Year will be accepted for approval on an annual basis with additional requests accepted throughout the year. To facilitate better scheduling, all committees, councils, groups and programs must submit their facility requests for *recurring* meetings and special events on an annual basis.

- Requests for the upcoming calendar year will be accepted on April 15th of each year.
- To facilitate scheduling, every effort should be made to submit your request at least 6 months prior to your proposed date.
- No requests will be accepted later than two weeks in advance of the requested date.

All facility requests must be submitted for approval to the Parish Office using the St. Matthias Parish Facility Help Desk System. The help desk system can be accessed at <http://72.248.189.102:8080>, or through the Facilities page of the parish website, www.saintmatthiaschurch.net/FACILITIES.

- The Facility Request Web-Form applies to all available parish worship and meeting spaces.
- An approved Event Supervisor who will be present during each activity must be identified on the form.
- Set-up and clean-up time must be requested and identified on the form.
- All additional service needs (i.e. sound, video display, etc.) must be included on the form.
- All non-parish sponsored groups must provide a copy of a Certificate of Insurance.

EVENT SUPERVISOR

The Event Supervisor is the individual, assigned by a group or organization using parish facilities, who accepts responsibility for adhering to the policies and procedures of St. Matthias Parish, as detailed in the General Use Guidelines section of this *Facility Use Manual and Guidelines*. Events spanning more than 8 hours (including set up and clean up time) require more than one Event Supervisor.

Requirements of the Event Supervisor include the following:

- at least 21- years old;
- present through the entire event, from set up through cleanup;
- responsible for and capable of abiding by all rules and guidelines established in this document;

FACILITY SCHEDULING

Approval and scheduling of facility requests will be handled through the Parish Office by the Director of Facility Operations using the following criteria:

- Availability of space.
- Order of organizational priority.
- Approval from the appropriate Parish Administrative Team Member(s) when applicable.
- Long-term impact on the facility and equipment.

Applicants will be notified when their Facility Request Form has been processed. When necessary, the Director of Facility Operations, or a representative, will contact the applicant when the request is processed to:

- resolve scheduling conflicts;
- review conditions for usage;
- clarify the expectations and needs for the event (see Addendum I for a planning checklist);
- establish a schedule for set-up and clean-up;
- approve floor plan and maximum capacity rules;
- review all applicable fees for the event.

BUILDING ACCESS

1. Keys and Access/ID Card-Keys will be provided to the recognized leaders and representatives of the various parish-sponsored groups, organizations, councils or committees on a permanent basis.

- Users will be asked to sign a Key Receipt Form (see Addendum II for sample.)
- Lost keys will be subject to assessment of a Lost Key Fee.
- Card-Keys shall be used only during authorized access hours.
- Users with affiliations to multiple groups may only use Card-Key for access relating to the group for which the key was issued.
- Attempts at unauthorized access will result in forfeit of Card-Key, as well as revocation of any and all access privileges.
- Users may not lend their ID Card-Key to any other person.

2. Users who have not been given permanent keys will be required to sign out a key at the rectory office during regular office hours. If access is required outside regular business hours the user shall make arrangements to pick up and sign out the key during regular business hours. Regular business hours are as follows:

Monday through Friday – 9:00 AM to 8:00 PM
Saturday – 9:00 AM to 1:00 PM
Sunday – Closed
Holy Days and Holidays – Closed

3. Signed out keys will be returned to the Parish Office immediately after the conclusion of the scheduled meeting or event.

- If the return of keys is scheduled to occur after regular business hours, the key(s) shall be dropped off into the rectory mail slot.
- Users must notify the rectory office of lost keys immediately.
- Lost keys will be subject to assessment of a Lost Key Fee.

4. Normal operational hours for parish facilities are between 8:30 a.m. – 11:00 p.m. Any use outside these hours must be approved by the Pastor or the Director of Facility Operations.

5. Parish facilities may be closed, except for masses, for recognized national holidays and Holy Days of Obligation. Some facilities may also be closed during extended school vacation periods. Check the Parish Facility Calendar for more information.

FACILITY USE DONATION

Donations to offset operational costs for the facility will be expected from all users, based on a variety of criteria, including type of event, organizational relationship, event location, etc. In addition, a refundable security deposit may also be assigned to ensure proper cleanup and care of parish property. The Director of Facility Operations will review all applicable costs with the requestor when the facility request is processed. For a current donation schedule, please see Addendum III.

CANCELLATION / RESCHEDULING EVENTS

In the event that a scheduled event needs to be rescheduled or cancelled, the original requestor should contact the Director of Facility Operations at least two weeks prior to the scheduled date. If a rescheduling request is made with less than two weeks notice, the event will be cancelled and a new request form will be required, subject to all normal requesting processes and guidelines. Any event that is cancelled with less than two weeks notice will be subject to a \$50 cancellation fee.

GENERAL USE GUIDELINES

St. Matthias Catholic Church has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event. To make all events enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect our neighbors, as well as others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking is not permitted within the parish facilities.
4. Dining or the serving of food is limited to pre-approved designated areas.
5. Serving alcoholic beverages is limited to pre-approved events and designated areas.
6. Use of candles is allowed only in designated areas and must be approved by the Director of Facility Operations.

7. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event. All items associated with the program must be removed immediately following the event.
8. Tables, chairs and any equipment used must be returned to their original position/location after use.
9. Furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the parish will be used exclusively for ministry functions of St. Matthias Catholic Church, and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
10. Use of decorations in the facility and on the grounds of St. Matthias Catholic Church must be approved by the Director of Facility Operations. Decorations may not be affixed to painted walls at any time. No items may be affixed to any surfaces without prior consent. This includes affixing items with tape, glue or pins. Staples and nails may not be used at any time. The use of helium filled balloons may be permitted with prior consent.
11. The requesting individual/group will be held responsible for any damage that occurs to the facility during their scheduled event.
12. The requesting individual/group assumes liability for injuries to persons attending the event and for damages or loss of user's property.
13. The requesting individual/group assumes responsibility for securing the parish facilities during and after the completion of event or meeting. This includes assuring all doors and windows are locked, all lights are off, and no one is remaining on premise.
14. When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on parish property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times. Supervising adults must meet Safe Environment mandates as stated in Addendum IV.
15. The following items are not allowed in or on church property:
 - Weapons
 - Controlled substances/drugs
 - Anything that would distract from a Christian atmosphere.
16. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

ADDENDUM I

Event Planning Checklist

Please use the following checklist as a guideline for assisting in planning your event.

- | | |
|---|---|
| <input type="checkbox"/> Is this event connected to another event?
(liturgy, procession, party, fundraiser, etc) | <input type="checkbox"/> Will you need refrigeration? |
| <input type="checkbox"/> How many people do you anticipate? | <input type="checkbox"/> Will you be providing food? |
| <input type="checkbox"/> Will there be children? | What type of food? |
| <input type="checkbox"/> How many children? | <input type="checkbox"/> light refreshments/snacks? |
| | <input type="checkbox"/> dinner? |
| What style floor plan will you use? | <input type="checkbox"/> drinks? |
| <input type="checkbox"/> assembly, with center aisle? | <input type="checkbox"/> alcohol? |
| <input type="checkbox"/> banquet hall? | Will food be: |
| <input type="checkbox"/> with dancing? | <input type="checkbox"/> cooked on premise? |
| <input type="checkbox"/> meeting? | <input type="checkbox"/> self-serve? |
| | <input type="checkbox"/> catered? |
| Do you need tables or chairs? | Will you need access to: |
| <input type="checkbox"/> How many tables will you set up? | <input type="checkbox"/> stove/oven? |
| <input type="checkbox"/> How many chairs will you set up? | <input type="checkbox"/> coffee urns? |
| <input type="checkbox"/> How many people do you have for set up? | <input type="checkbox"/> Will there be music? |
| <input type="checkbox"/> How many for clean-up? | Will you use: |
| <input type="checkbox"/> Will you need a microphone? | <input type="checkbox"/> a CD player or IPOD? |
| <input type="checkbox"/> Will you need a podium? | <input type="checkbox"/> a DJ? |
| <input type="checkbox"/> Will you show a video presentation? | <input type="checkbox"/> a band? |

ADDENDUM II

**St. Matthias Parish
58-15 Catalpa Avenue
Ridgewood, NY 11385**

Key Receipt Form

«Title» «First_Name» «Last_Name»
«Department»
Proximity Key Received: «Card_Active»
Facility Keys: «Extra_Keys»
Date Issued: «ID_Badge_Received»

I, «First_Name» «Last_Name», have received the keys listed for authorized use of facilities at St. Matthias Parish. I understand that I am not to lend my keys to any other individual, and that my keys are to be returned to the Director of Facility Operations once I am no longer employed or volunteering at St. Matthias Parish. I further understand that there is a fee for any keys that are lost or not returned.

«Title» «First_Name» «Last_Name»
(Signature)

Date

Keys	Lost Key Fee
Proximity Card	\$10.00
Facility Key	\$ 5.00

Record of Returned or Lost Keys				
Key Code	Date Returned	Date Lost	Fee Paid	Received By

ADDENDUM III

Facility Use Donation Schedule

Facility Donations, which will be used to offset the costs of operating parish facilities, will be assessed at the following rates. The fee will be waived if a donation greater than or equal to the fee is offered by the host organization to the parish.

Event Type	Parish Sponsored	Non-Parish Sponsored
Youth Sporting Events		
CYO Practice Time	\$10/ player per season	NA
Game	\$15/ game	\$25/ game
Sports Clinics	\$10/ player per clinic	\$20/ player per clinic
Fundraising Events & Parties		
Dinners, Dances, Shows, Concerts, etc.	\$100/ hour	\$150/ hour
Flea Markets	\$200 flat rate	\$400 flat rate
Breakfast – Cafeteria – Parish Hall	\$50 flat rate \$100 flat rate	\$100 flat rate \$200 flat rate
Sales (Bake, Book, etc)	\$25 flat rate	\$50 flat rate
Meetings		
Scouting	\$10/ child per year	NA
Group or Organization Regular Meeting	\$5/ meeting	\$10/ meeting
Bible Study or Spiritual Enrichment	Free Will Offering	NA
Instructional	\$5/hour	\$10/hour

ADDENDUM IV

Safe Environment Mandates

As a response to the Bishops' Charter for the Protection of Children and Young People established in 2002, Bishop Nicholas DiMarzio has set forth the following mandates for ALL employees in every parish and/or school. This mandate also applies to any person in a parish and/or school who volunteers with children.

All persons must fulfill three requirements before they begin their service or employment. They are:

- I. Attendance at a VIRTUS – “Protecting God’s Children for Adults” workshop**
- II. Signing a Code of Conduct**
- III. Authorize a Criminal Background Screening**

I. VIRTUS – “Protecting God’s Children for Adults”

The VIRTUS program for adults is a three- hour live awareness session instructing adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session makes trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps one can use to prevent child sexual abuse.

There are VIRTUS workshops held at the two diocesan locations, 310 Prospect Park West in Brooklyn and the Immaculate Conception Center in Douglaston on a monthly basis. A current schedule of workshops can be found on the VIRTUS website, www.virtus.org. Any parish, school or academy can also host their own workshop.

II. Codes of Conduct

The Code of Conduct is a document which acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgment Form. The Code of Conduct is distributed at all VIRTUS sessions.

III. Background Search Authorization

All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken.

The Safe Environment Coordinator for St. Matthias Parish is Mrs. Ana Mostarac. She can be contacted at 718-386-5348 with any questions or concerns regarding any portion of the Safe Environment Mandates.