



# Saint Monica Catholic Community

## Facility Use Policies and Procedures

### 1. Use of Facilities

We ask that you reflect upon our values of hospitality and stewardship when using our facilities. Hospitality emphasizes being aware and considerate of one another. Three major entities use these facilities every day. A small action by one person can have a significant effect upon 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 a greatly expanded janitorial staff, nor do we think it is desirable to provide instant, comprehensive, around-the-clock janitorial service. Caring for ourselves and our resources and environment is the responsibility of all in our Christian community. Please be aware of and prevent or avoid any actions that are wasteful, such as leaving lights on, failing to recycle, or any other abuses of our resources.

### 2. Reserving Facilities

In March, we allow the parish and school ministries and programs to submit their requests for the coming year. Affiliated organizations may begin requesting facilities in June. From June onward, we reserve facilities on a first come, first served basis. Please request facilities at least one week prior to your event. If you do not require the use of a parish building, but you desire to use the grounds for parking or some other parish or school activity, you must reserve the grounds through this process, as well.

When a conflict arises, the parties involved should negotiate with one another and attempt to resolve the conflict. The parish administrator will help resolve conflicts if the parties involved are not able to resolve them. We use the following criteria to determine the outcome, in order of priority: 1. Parish wide events - events that involve most or all the parish members. 2. Liturgical, sacramental, or spiritual activities 3. Large school events 4. Earliest reservation

We do not generally permit parishioners or outside parties to use our facilities. The pastor may make exceptions to this rule. Employees may use the facilities for special personal events, such as wedding or baptism receptions.

To reserve a facility, please do the following:

- Attend a facilities orientation. No one may reserve a room without attending orientation.
- Check the PCS or our web-based facilities page to determine if the facility is available.  
[www.stmonicaschedule.omnipage.net/Index.htm](http://www.stmonicaschedule.omnipage.net/Index.htm)
- Complete a facility reservation form and place the form in the facilities reservation tray in the Pastoral center by noon on Wednesday.

You may obtain the form at the Pastoral Center, or online at [www.stmonica.net/admin/facilities/index.html](http://www.stmonica.net/admin/facilities/index.html)

You may fax the form to (310) 566-1510, or, if you have the full Adobe Suite, you may e-mail the form to [facilityrequests@stmonica.net](mailto:facilityrequests@stmonica.net)

- Please plan your events ahead of time and keep last minute requests to a minimum. Events listed in PCS are an important means of communication. We are not able to plan properly if we do not have all the information entered into the PCS in a timely manner. Give any last minute requests directly to Christina Flatley.
- We will process all forms submitted by noon on Wednesday by 5:00 p.m. on Friday. In extremely busy periods, we will postpone to the following week the entry of facility requests for events which are scheduled to occur a month or more in the future. We will attempt to process late requests, but we cannot guarantee their entry.
- Review your returned copy of the facility request form to check for conflicts or problems such as incomplete information.

### 3. Reservation and use of the church

The steps in reserving the church are as follows: 1) Check the church book in the pastoral center. 2) If the church is available, handwrite your reservation in the book. 3) Complete a facility reservation form for our computer calendar. 4) If you require lighting or sound, you must obtain training from either the Liturgy or Music Ministry Coordinator. 5) If you are scheduling a liturgy, you must contact the liturgy coordinator for more information.

### 4. Cancellations

If you need to cancel a request, please inform Christina Flatley, **in writing**, as soon as you become aware of your need to cancel. Do this by submitting a copy of your original form with the "Cancel" checkbox marked. If you need to modify a request, please submit a copy of the original request with the "Revision" checkbox marked and indicate the changes on the form, or attach a new form to the original. Failure to inform the parish about a cancellation, especially one that requires a set up by our maintenance staff, may result in a fine of fifty dollars to the user's department. We will add this money to our monthly donations to the poor.

### 4. Access to facilities

Check out keys through the Pastoral Center receptionist during regular office hours. You must return the keys the same day you take them. If the Pastoral Center is closed for the evening, place the keys in the Pastoral Center's mail slot. Do not take keys home with you unless you have made special arrangements with the parish administrator. Any one who does not have a reservation for a particular facility must sign an "Understanding of Facilities Use Policies and Procedures." These forms are available through the receptionist.

## **5. Set-up**

Each meeting room has instructions for setting-up and closing-up posted on the wall. You may request assistance from maintenance for the set-up of chairs, tables, etc. You must include set-up diagrams on the bottom portion of the reservation form. If you submit a facility request less than one week before an event, you must submit a written work order to maintenance at least 3 days prior to the event. You are welcome to complete your own set-up if there is no danger of back strain or other injury. If you do your own set-up, please give special attention to table legs and make sure they are in the locked position.

Each building has specific furniture designated to it. Do not remove any furniture from any building without the express permission of the parish administrator. Audiovisual equipment, coffee makers, and card tables are available for checkout in the Pastoral Center. You must return any equipment the same day you use it. If the Pastoral Center is closed for the evening, you must return the equipment the next morning by 9:00 a.m. Dan Houze, our A/V coordinator, will help you with any complex audio-visual needs you have. Cookware and dishes are available for checkout through the rectory coordinator or the scheduling coordinator. You may check out the key for the barbecue, which is located behind the rectory, through the receptionist. You must thoroughly clean it when you are through using it.

Place chairs and tables so that your group can move easily and safely through the facility, and so that there is free access to the fire exits. You may use freestanding decorations. We do not permit the use of tape on any painted surface. Please contact maintenance, at extension 565, if a facility is not clean when you arrive to use it. We do not allow food in some rooms. Please carefully read the signs in the room you are using.

## **6. Participant Supervision**

The person who reserves the facility is responsible for supervising all the participants in the group, especially any minors. Please remind your group to use our furniture properly and safely, and to give careful attention to flooring, counters, walls, fixtures, etc. You must conduct any construction, art, or painting project outside. You must conduct any games or sports activities outside in the areas specifically designated for this type of activity. We do not permit smoking in any of our facilities or anywhere on our grounds.

## **7. Clean-up**

Please include time to clean up in the planning and scheduling of your activities. Please remove all debris, trash, decorations, and personal or program supplies. Please return any borrowed equipment to its proper place, and clean any tables or counters you have used. If you serve food or drink, or if you are making crafts, please immediately clean any spills caused by participants. Please pick up any litter in any room you have used, including the restroom. If the trash does not fit in the available trash cans, place it in additional trash liners, seal the liners, and take them to a trash dumpster, or place them by the trash containers in the facility. You must immediately remove any leaking bags or containers from the room. Please recycle all recyclable material. We store extra trash bags and cleaning items in closets or cabinets labeled "cleaning supplies" or "janitorial". Please alert maintenance if the cleaning supplies are low.

## **8. Lock-up**

You must secure any building you use when you are through using it. Turn off any appliances, electronics, or 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.

## **9. Problems**

Please immediately notify the parish administrator, at extension 519, of any unsafe conditions or of any items requiring repair or restoration. In case of emergency, please immediately contact the receptionist, at extension 500, and she will direct your call to the proper individual. If the Pastoral Center is closed, please contact maintenance at extension 565, or the priest-on-duty at (310) 880-8109.

## **10. Review**

We frequently spot-check our facilities. If the parish administrator or his delegate feels the facility has not been sufficiently cleaned, and if we have reminded the user once or twice before, we will impose a fine of \$50.00 upon the user's department. We will add the money to our monthly donations to the poor. In addition, we may require that the user attend additional orientation sessions before allowing the user to reserve any facilities again. Any user who continually fails to clean our facilities properly may lose the privilege of using our facilities.