

SS John & Paul Parish Policies for Space & Facility Usage

SS John & Paul Parish seeks to support the parish community, the parish cluster, and other community groups by sharing space and facilities when possible. Due to the limited nature of our building, financial, and staff resources, it is necessary to establish space usage policies for all groups that use our building and/or facilities. These guidelines are intended to establish order, ensure safety, control costs, and meet the needs of all the many groups that meet on our campus.

WHO MAY REQUEST SPACE: Any group may inquire about space usage at the parish. Groups that serve the mission of the parish, the parish cluster, the poor or needy, and/or the Diocese are our top priority. Other community groups and secular groups that are sponsored by parishioners have second priority. Legitimate governmental or community groups unconnected to the parish have third priority. All others will not be considered, due to space limitations.

HOW TO REQUEST SPACE: Inquire to the Parish Office and provide basic information about your space needs. You will be referred to the appropriate Staff Liaison who will guide you through the space requisition process.

HOW REQUESTS FOR SPACE ARE PROCESSED: The Staff Liaison will interview the person requesting space and complete the Space Usage Request form. This form will then be circulated to all staff and ministry leaders who may be affected by the request, always including the Building Manager and the Parish Office. When all are in agreement about the details of the request, if the request is controversial or pertaining to a new group, the request will be forwarded to the Pastor for final approval. If the request is for an existing group and is not creating any conflicts, it is not necessary to obtain Pastor approval. When space usage is approved and submitted by the Staff Liaison, the Parish Office will place the events/meetings on the calendar. The Staff Liaison will give and a copy of the approved Request form to the person who requested the space. This process may take several weeks. Groups should always have a copy of the approved Request For Space Usage form with them during the time that they use the building.

CHANGES OR ADDITIONS TO SCHEDULING NEEDS: All changes in times or dates, cancellations, and/or additions/modifications to space requests must be processed in writing through the Staff Liaison, and the same general process (as described above) will be followed.

POLICIES REGARDING BUILDING USAGE

- All approvals for Building Usage are provisional and subject to the needs of the parish and may be revoked at any time for any reason. Space users will be contacted when scheduling conflicts or other problems arise or when revocation of approval is under consideration, and solutions will be worked out on a case-by-case basis.
- All space users are responsible for their own set-up and clean-up unless other arrangements have been made with the Building Manager. Set-up and clean up times must be included in the Space Usage request, and are subject to approval by the Building Manager. All use of parish equipment or materials must be approved in advance through the Space Usage approval Process. All equipment and materials, such as tables, chairs, coffee pots, pitchers, condiments, plates, cups, etc., must be returned to their proper places and spills or other litter, must be cleaned up. The space should be restored to its original condition, unless other arrangements have been made (for example, if the group has been asked to re-arrange the tables/chairs in a different way for the next group coming in). Overflowing trash should be bagged and the bags replaced. Tabletops, chairs, counters, and floors should be cleaned if they have become littered or soiled during the event. Supplies should be returned to the places.
- Groups may not store anything at the Church unless prior approval is granted by the Staff Liaison and Building Manager.
- All adults participating in groups that include children under age 18 must complete all Diocesan clearances and the Protecting God's Children workshop unless every child's parents are present and at the child's side at all times and special approval has been received from the Faith Formation Coordinator. Care must be taken to ensure that children are never unattended in restrooms, hallways, outdoor areas, closets, stairways, meeting spaces, classrooms, etc.

- All children under age 18 must be directly supervised by a responsible adult over age 21 at all times when they are anywhere on the parish property, whether inside or outside the building. Children should be constrained from running indoors, littering, damaging property, or doing anything dangerous. Children should be kept out of spaces that are not approved for their use. Parents and other participating adults must be reminded periodically of these policies. The parish does not permit curbside pick-up of children. All children must be escorted into and out of the building by parents or other responsible adults.
- All groups are limited to using only the spaces that have been approved on the Space Usage Request form. In the event of emergency situations or unforeseen circumstances the Building Manager, Staff Liaison, and/or other Staff persons may approve of or require unscheduled room changes for groups. It is not sufficient to call or e-mail and leave a message about needed changes and assume they are approved. The Building Manager, Staff Liaison, or other authorized staff person must approve the change.
- Any changes or additions to space usage needs must be sent in writing (e-mail, fax, or paper) to the Staff Liaison and go through the approval process. If the group meets regularly, please determine all exact meeting dates for the coming year and request them at the same time whenever possible.
- Staff Liaisons, in considering requests for space usage, will complete the Space Usage form, obtain all required approvals, and seek feedback from all involved Staff and/or Ministry leaders. Any conflicts will be worked out before requesting Pastor approval whenever possible. The blank Space Usage forms will be provided to Staff for internal use only and should not be given out on the Internet or in paper form. Staff should fill out the form, not the person requesting the space. Staff can obtain the necessary details for filling out the form by phone, e-mail or in person. The Office will only accept Requests for Space Usage from Staff Liaisons, and will not accept calendar items directly from volunteers. This will ensure that a Staff Liaison is fully aware of all space usage requests and can ensure they are processed correctly.
- In general, parish-based or parish cluster groups will not be asked to pay fees for space usage, unless unusual costs such as security or materials costs are involved. Fees for other groups will be considered on a case-by-case basis and fees may be charged to assist with maintenance costs, materials usage, or other costs. Fees will be indicated clearly on the approved Space Usage form.
- Groups are responsible for any damages or unscheduled maintenance work they create, and such costs or damages may result in fees, fines or termination of approval for space usage.
- Groups are to vacate the scheduled space at the scheduled time. Anyone staying late may be asked to leave, may be charged a fee for Staff overtime, and/or may have space usage approval revoked.
- The Parish Office and Staff Liaison must be notified of any cancellations as soon as the need to cancel is known. Repeated failure to communicate regarding cancellations may result in loss of approval for space usage.
- This policy will be posted on the Internet and all persons requesting space should download it, read it, ensure their group agrees to it, and sign it.

My organization or group agrees to abide by the Building Usage Policies of SS John & Paul Parish.

Signature(s) of Group Representative(s)

Date