

# **St. Francis Solanus Parish Center Policy**

## **Use of the Parish Center**

Activities of the parish will take priority over non-parish activities. Confirmed non-parish activities will not be changed unless both parties are in agreement. There may be priorities such as major parish activities (ex. Parish Mission, Funeral Luncheons) that will require rescheduling of regularly scheduled meetings and activities of parish organizations.

Room availability will be determined by the calendar of events scheduled in the parish office records (not by what is shown on St. Francis website calendar-it is possible to have paper reservations pending input on the calendar).

Parish center reservations are handled through the church office. A walk-through of the rooms to be used should be arranged about one week before the event with a church office staff member. This will include details about room access, unlocking and locking of the doors, obtaining a pass code if necessary, audio/visual instruction, etc.

## **Codes of Behavior**

- Attendees of the event must stay in the space contracted for use. Entry to other parts of the building is prohibited.
- The Organization is responsible for their group conduct at all times. They should not permit illegal or immoral conduct or any conduct which would create a disturbance or cause a nuisance to other parties inside or outside of the Parish Center.
- The Organization is responsible for the supervision of children while inside and outside the premises.
- The ENTIRE PARISH CENTER BUILDING IS SMOKE FREE.

## **Set Up--Clean Up and Damages**

Organizations are responsible for designating someone in their group to setup and cleanup the room/s they are approved to use. Please contact a staff member for proper procedure to setup the tables and partitions. Organizations are responsible for the condition of the parish center including: garbage removal, sweeping and mopping of the floor as necessary, returning tables and chairs to their original places, washing all tables, etc. All clean-up. All trash from the parish center must be removed immediately following the event and placed in the dumpster located on the East side of the parking lot directly across from the kitchen door.

The person in charge is required to inspect the condition of the parish center upon conclusion of the event by using the Cleaning Checklist guide found in the hanging wall file outside of the kitchen door in the hallway. ALL blocks on the form should be completed, signed, and placed in the wall file. Should the parish center be left in unsatisfactory condition, the organization will be responsible for any costs incurred to return the parish center to a satisfactory condition. These costs may include, but are not limited to extensive cleaning or repairs. Improper use or lack of following the policy guidelines may result in refusal to the Organization for future use.

## **Decorations and Furniture**

- NO DECORATIONS MAY BE APPLIED TO CEILINGS OR WALLS, including the carpeted partitions. The warranty will be void if this is not followed. Decorations will be limited to table and free standing decorations.
- NAILS, SCREWS, GLUES, OR OTHER ADHESIVES, WHICH MAY MARK THE WALLS, FLOORS OR CEILINGS, MAY NOT BE USED.
- Any potentially combustible decorations must be fire resistant, and evergreens must be sprayed with retardant.
- Open flames are NOT allowed.
- Decorations, furniture and wall hangings in place at the time of rental may not be altered or removed without the prior consent of the Parish Center Administrator.
- Table and chair racks are to be placed in storage room after the initial set up.

## **Kitchen Use**

Organizations must furnish their own supplies, such as all paper goods and supplies: coffee, tea, napkins, plates, etc. Cleaning supplies will be furnished by the parish center. Please return kitchen appliances and other items to their proper place, clean and dry as explained on the parish center Kitchen Cleaning Checklist located in the hanging wall file outside the kitchen door.

## **Audio/Visual Equipment**

A request to use the parish audio/visual equipment must be given to and approved by the parish office no later than seven calendar days prior to the function. You must also meet with a parish member staff who will review the equipment with you.

## **Liquor Policy Requirements**

The Springfield Illinois Diocese requires liability insurance to be purchased through the Diocese when alcohol is to be served at any non-parish events. You must complete a required application for the Springfield Diocese that will be given to you by the parish office staff. The cost for this insurance is \$100.00 and must be submitted with your application and received in the parish office at least six (6) weeks prior to your event. The Organization agrees to prevent any alcoholic beverages from being brought onto the premises or being taken from the premises by anyone in their group.

## **General**

St. Francis Solanus Parish reserves the right to refuse to rent and/or allow the use of any part of the parish center to any person(s), group(s), or organization(s). All fire and safety regulations must be strictly adhered to. As head of your Organization, please sign to indicate you notified members of your group of this policy, that you read, and understand the policy agreement.