



Facilities Use, Policies, And Procedures

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SMKCC Facilities Use, Policies, and Procedures

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I. GENERAL GUIDELINES

A. Purpose

The St. Mary of the Knobs Catholic Church, also known as SMKCC, facilities will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and vision of SMKCC as summarized below:

"We, the faith community of St. Mary of the Knobs, in the spirit of stewardship, commit ourselves to worship in the Roman Catholic tradition through Sacrament and Liturgy. We promote a warm, inviting atmosphere to new and established parishioners and community members, responding to their spiritual, educational, social, and human needs. We seek to retain their active involvement in parish life and community."

B. Qualification for Use of the Facilities

1. Priority for the use of the facilities shall be given to parishioners* and organized groups that are a part of the ministry, organization, or sponsored activities of SMKCC as follows:
 - a. Parish-sponsored ministries, commissions, committees, council, groups, and programs
 - b. Appropriate religious functions for parishioners
 - c. Other charitable organizations as sponsored by parishioners
 - d. Non-parish groups/organizations, whose beliefs are in harmony with the teachings of the Catholic Church, may be approved by the Facilities Manager

*Parishioners are officially registered and participating members of the parish for a period of one year, who believe and accept the teaching of the Catholic Church "especially on essential matters of faith and morals." Parishioners attend Mass on Sundays, receive sacraments regularly, and give personal, public, spiritual, and financial (has donated at least once in each of the last 4 quarters) support to St. Mary of the Knobs Catholic Church.

2. The facilities and equipment of SMKCC will be made available only to non-parishioner groups that meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of SMKCC.
- b. 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.
- c. Groups that are known to SMKCC. 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.
- d. Groups that meet the insurance, liability, and waiver requirements.

3. SMKCC reserves the right to cancel or refuse any use agreement at any time if group is not in compliance with SMKCC's *Mission and Facilities Use, Policies, and Procedures Guidelines*.

C. Operations

1. Facilities Access

Keys may be provided to the leaders of the various parish committees on a permanent basis. Others will be required to pick up a key during office hours or make arrangements for having someone meet to unlock the building. Arrangements will be made for key return through the Facilities Manager. Only parish office staff will be furnished with keys to the separate Office and Administration area.

2. Facilities Hours

Facilities are available between 8:00 am-10:00 pm. Any use outside these hours must be approved by the Pastor and Facilities Manager. No parish activities/meetings will be scheduled during weekend liturgies or during liturgies on Holy Days of Obligation.

3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the parish office by the Facilities Manager. Office hours are 8:30 am-4:30 pm Monday through Friday. Scheduling requests should be made on a Facilities Use Agreement. All groups in

sponsored events must provide a copy of a Certificate of Insurance. (See #5 below.)

4. Reservation Form

When a reservation request is made, a copy of the *Facilities Use, Policies, and Procedures* and a *Facilities Use Agreement* shall be given or sent by SMKCC to the requesting group. The event will be put on the church calendar once the Facilities Manager approves the request, and receives the security deposit, *Facilities Use Agreement*, and *Certificate of Insurance* (for all non-parish sponsored groups) are completed, signed, and returned to the Facilities Manager.

5. Insurance

There are risks connected with activities. St. Mary of the Knobs Catholic Church is not responsible for injuries to spectators or participants. This includes suits and demands whatsoever in law or in equity.

St. Mary of the Knobs is required by the Archdiocese of Indianapolis to have \$1,000,000.00 liability insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the SMKCC Office (923-3011) to arrange coverage, we will process the necessary paperwork and forward it to the Archdiocese with your check of \$125.00 to obtain the proper coverage. An Assumption of Risk, Waiver, and Release from Liability Form must also be signed when non-parish sponsored or affiliated groups use parish facilities. Alternatively, the user may obtain a *Certificate of Insurance* on his/her own, in the amount of \$1,000,000.00 naming St. Mary of the Knobs Catholic Church and the Archdiocese of Indianapolis as additional insured's.

D. Facility/Equipment Fees

1. There will be no building use fee charged to parish-sponsored groups. However, there will be a rental charge to both parishioner and non-parishioners for use of the facility for non-parish sponsored activities. The damage deposit will be refunded in its entirety if all terms and conditions of the *Facilities Use Policies* are upheld. However, a portion or the entire deposit will be forfeited if there is damage to the facility, the rented area is not left clean, the facility key is not returned within 24 hours after an event or if any other *Facilities Use Policy* and *Procedures* is violated. For specific fees, please refer to *Fee Schedule A*.

2. There will be a rental fee for the use of parish-owned equipment (audio/visual equipment, etc.) for all non-parish sponsored groups. For specific fees, please refer to *Fee Schedule B*.

E. Alcohol Beverage Policy

The serving of alcohol is limited to the Geis Activity Center and Assumption Hall. The serving of alcoholic beverages is prohibited during liturgies and hours of religious education. Serving to minors is prohibited at all times. Open, unsupervised serving of alcohol is prohibited. Any use of alcohol outside of the Geis Activity Center or Assumption Hall must be approved by the Pastor.

F. Non-Smoking Policy

All indoor facilities are designated non-smoking.

G. Interior Use Guidelines

Note: Non-parish groups planning to use the facilities must meet with the Facilities Manager to finalize plans for set up and use of equipment BEFORE final permission will be granted.

1. Groups are restricted to only those areas of the building and grounds they have reserved. Children must be under adult supervision (21 yrs.*) at all times!
2. There shall be no illegal drugs allowed in the buildings or on the grounds.
3. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless PRIOR arrangements have been made with Pastor's consent.
4. Smoking is prohibited inside all facilities and within 8 feet of any entrance as stipulated by Indiana law.
5. Food and beverages will not be allowed anywhere other than the kitchens, Parish Hall, School Gym, Assumption Hall, and Geis Activity Center without specific prior approval of the Facilities Manager. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages. If refreshments are being served as part of your parish group's activities (WCC, Scouts, etc), table cleaning, sweeping, mopping putting trash in the dumpster, etc. are also your responsibility.
6. Any group using a room must return table and chairs and all fixtures to their original position after use.

7. Church equipment, tables and chairs, etc. are available only on request. Classrooms, conference rooms, kitchens, etc. will remain locked unless use is specifically requested.
8. Restrooms must be kept clean. Be sure all toilets are flushed.
9. The kitchens in the Parish Hall, School Gym, and Assumption Hall are designed mainly for warming purposes. Major food preparation should be done off the premises. Refrigerator, stove, counters, floors, and sink must be left clean. See *Kitchen Use Rules* attached.
10. The kitchen in the Geis Activity Center can be used for meal preparation. However, professional caterers are encouraged to prepare meals off premises. Refrigerator, stove, counters, floors, and sink must be left clean. See *Kitchen Use Rules* attached.
11. There shall be no furnishings of any kind removed from the building without permission.
12. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, etc. from walls or windows, only use Removable Poster Tape which will be provided.
13. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
14. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.

H. Equipment, Furnishings, and Supplies

1. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from any of the facilities for personal use.
2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. A list of equipment and room capacities is available in the Facilities Manager's office. In some instances special arrangements can be made to move equipment.
3. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

Note: Non-parish groups planning to use the facilities must meet with the Facilities Manager to finalize plans for set up and use of equipment BEFORE final permission will be granted.

I. Exterior Use Guidelines

1. Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway).
2. Prior approval must be arranged if events are to be scheduled during liturgies.
3. The drilling of holes in the parking area pavement (for tents), or any other alteration of the exterior grounds or facilities is permitted only by permission. Any approved changes must be returned to original condition following usage.
4. Trash should be disposed of in the dumpster.

J. Set-Up

1. Non-parishioner groups using the facility shall set up for their event unless prior arrangements have been made.
2. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place before damage deposit is returned.
3. Posters, decorations, etc. shall not be attached to wall or ceilings without prior approval of Facilities Manager.

K. Clean-Up

1. All groups using the facility shall be responsible for cleaning up the space.
2. All furnishings and equipment shall be returned to their original positions.
3. The space shall be left clean and all trash or garbage shall be disposed of in the trash cans on the back side of the Geis Activity Center and lids are to close. If they are full the trash needs to be taken to the dumpster by the storage building in the school parking lot. Please do not leave any trash outside any container.

L. General Conditions

1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.
 - a. A competent leader 21 years* of age or over must be present during all hours of negotiated use.
 - b. All youth groups shall require adequate adult supervision per Archdiocese of Indianapolis guidelines.
 - c. Smoking, use of smokeless tobacco, drugs, violent behavior, abusive or profane language, and other forms of detrimental conduct are prohibited.
 - d. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.
2. SMKCC reserves the right to have a representative present at any meeting/function held at SMKCC.
3. St. Mary of the Knobs Catholic Church will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
4. All groups/organizations agree to pay for any and all damages to premises and/or equipment.
5. Use of the SMKCC facility does not imply endorsement or sponsorship of the event in any way by SMKCC.
6. **Cancellation notice of 48 hours is required or security deposit will be forfeited.**
7. St. Mary of the Knobs Parish reserves the right to cancel or postpone any use of the facilities in the event of an emergency or Parish program need.

*Parish-sponsored events may have age requirement exempted with Facility Manager's approval.

II. KITCHEN USE RULES

- **ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF SMKCC AND ARE NOT FOR GENERAL USE**
- **RENTAL GROUPS MUST PROVIDE ALL PAPER PRODUCTS- ITEMS IN CUPBOARDS, PANTRIES, AND REFRIGERATORS ARE NOT FOR GENERAL USE**
- **DISPOSE OF ALL LEFTOVERS. DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR OR FREEZER**
- **ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE**
- **WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)**
- **TURN OFF STOVE, WARMER, AND ALL OTHER APPLIANCES**
- **UNPLUG COFFEE POT IF USED**
- **CLEAN WARMING OVEN TRAYS IF SOILED**
- **WIPE OFF COUNTERS, RANGE TOPS, MICROWAVES**
- **CLEAN ALL SINKS OF DEBRIS**
- **SWEEP AND MOP FLOOR IF NECESSARY**
- **RECYCLING IS ENCOURAGED**
- **REMOVE ALL TRASH TO TRASH CANS AND/OR DUMPSTER**
- **REPLACE BAGS IN ALL TRASH CONTAINERS INCLUDING BATHROOMS**
- **TURN OFF LIGHTS WHEN YOU LEAVE**
- **CHECK THAT ALL DOORS ARE LOCKED**

PLEASE DIRECT ALL QUESTIONS TO FACILITIES MANAGER.

GEIS ACTIVITY CENTER GYM, & ASSUMPTION HALL USE GUIDELINES

Use/Scheduling

All requests to use either facility must be made to the Facilities Manager (812-923-2492). At least two weeks prior to an event, please fill out a Facility Use Agreement. If your request is approved, the Facilities Manager will notify you and reserve the facility on the parish calendar.

Insurance

Individuals who use parish premises for non-parish sponsored activities are required to provide the parish with a Certificate of Insurance documenting \$1,000,000 general liability coverage and **naming St. Mary of the Knobs Catholic Church and the Archdiocese of Indianapolis as additional insured's**. A Facility Use Agreement must also be signed.

If sports are involved, St. Mary of the Knobs **additionally** requires each participant to sign an Assumption of Risk, Waiver, and Release Liability, one signed agreement per individual, per season.

Children

Due to the possibility of serious injury, our insurance company advises us that **children should not be on the court or on the stage when adults are playing sports**. Please reserve a **separate** room for the children to play in and provide a **responsible adult (over the age of 21* [see item 9 in Gym Rules below])** to **supervise** the children at all times.

Facility Occupancy

Geis Act. Ctr. Gym floor-700

Geis Act. Ctr. Bleachers-326 w/ 6 handicap seats (110/111 per section)

Geis Act. Ctr. Stage-area is 22'W x 10'D x 2'H

Geis Act. Ctr. Conference Rm.- 75 (w/chairs only)

Assumption Hall - 250 all rooms or 75 Per room

GYM Rules

1. **No open or walk-in usage, except for the walking track, is** allowed for insurance and security reasons.
2. Gym floor must be "mop-swept" (dry mopped) **after every use and dirt disposed of in waste container.**
3. For sports be sure all lights are on for safety.
4. Athletic participants must use proper court shoes.
5. Dunking the basketball is prohibited on all rims. Hanging on rims, nets, or basket supports is prohibited.
6. Please properly dispose of food/drink containers in proper trash or recycling containers.
7. Thermostats-temperatures in gyms are pre-set according to pre-arranged gym use. Do **NOT** adjust temperature controls. If temperature needs re-setting, please contact the Facility Manager (812-923-2492) during regular work hours (8:30 am- 4:30 pm).
8. No smoking allowed.
9. A **parent (or a responsible adult 21 years* or older) must supervise children at all times** on St. Mary of the Knobs premises.
10. Children may not use the stage for playing. Children are not allowed on the stage except for supervised program performances.
11. Playing or climbing is not allowed on the bleachers.
12. No indoor soccer, softball, baseball, or football.
13. When scheduling please request use of specific gym equipment **before** needed.
14. All sports equipment to be returned to storage before leaving area.
15. **Turn OFF all lights including restrooms and locker rooms when leaving and lock all doors.**

Please notify the parish Facilities Manager (812-923-2492) of any problems.

*Parish-sponsored events may have age requirement exempted with Facility Manager's approval.

Revised April 2016

ST. MARY OF THE KNOBS

CATHOLIC CAMPUS

RENTAL FEES

	Parishioner	Non-Parishioner
Chapel:		
Rental rate: (Includes Pastor stipend)	\$625	\$1150
Security Deposit: (non-refundable)	\$250	\$250
Church:		
Rental rate: (Includes Pastor stipend)	\$950	\$1700
Security Deposit: (non-refundable)	\$250	\$250
Geis Activity Center (special events includes kitchen)		
Rental rate:	\$750 (2 Days)	\$1250 (2 Days)
Security Deposit:	\$325	\$625
Damage/Cleaning Deposit:	\$200 (refundable)	\$200 (refundable)
Geis Activity Center (Small event includes kitchen)		
Rental rate:	\$400 (1 Day)	\$800 (1 Days)
Security Deposit:	\$200	\$400
Damage/Cleaning Deposit:	\$200 (refundable)	\$200 (refundable)
Geis Activity Center (Hourly)		
Rental rate:	\$25 per hr	\$50 per hr
Security Deposit:	½ of total	½ of total
Damage/Cleaning Deposit:	\$20 (refundable)	\$40 (refundable)

Geis Activity Center (Conference Room)

Rental rate:	\$25 per hr	\$50 per hr
Security Deposit:	½ of total	½ of total
Damage/Cleaning Deposit:	\$100 (refundable)	\$100 (refundable)

Assumption Hall (Special Event) (All Rooms)

Rental rate:	\$750 (2 days)	\$1250 (2 days)
Security Deposit:	\$325	\$625
Damage/Cleaning Deposit:	\$200 (refundable)	\$200 (refundable)

Assumption Hall (Small Event) (All Rooms)

Rental rate:	\$400 (1 day)	\$800 (1 day)
Security Deposit:	\$200	\$400
Damage/Cleaning Deposit:	\$200 (refundable)	\$200 (refundable)

Assumption Hall Large room (hourly rate)

Rental rate:	1-75 guest \$35 per hr	\$70 per hr
	76-125 guest \$50 per hr	\$100 per hr
Security Deposit:	½ of total	½ of total
Damage Deposit:	\$100 (refundable)	\$100 (refundable)

Assumption Hall Small Room (hourly rate)

Rental rate:	\$25 per hr	\$50 per hr
Security Deposit:	½ of total	½ of total
Damage Deposit:	\$100 (refundable)	\$100 (refundable)

Baseball/Softball Fields

Rental rate:	\$25 per field (Per 2 hrs)	\$50 per field (per 2 hrs)
Security Deposit:	To be determined as the demand grows	
Damage/Cleaning Deposit:	\$25	\$25

* All Wedding Receptions are considered **Special Events** and are a minimum of 2 day rentals

** Fees may be adjusted depending upon the number of participants, event, or organization for non-parish sponsored activities.

Parishioners are defined as officially registered and participating members of the parish for a period of one year (prior to an inquiry and reserving space), who believes and accepts the teaching of the Catholic Church "especially on essential matters of faith and morals." Parishioners attend Mass on Sundays, receive sacraments regularly, and give personal, public, spiritual, and financial (has donated at least once in each of the last 4 quarters) support to St. Mary of the Knobs Catholic Church.

Fee Schedule B: Equipment Rental Fees* - Non-parish Sponsored Events

The rental fees for use of parish-owned equipment are as follows:

Sound System/ Microphone	\$25	\$50
Stage	\$50	\$100
Photo Booth Back Drop	\$15	\$30
Pub Style Tables	\$8	\$15

* Fees may be adjusted depending upon the number of participants, event, or organization for non-parish sponsored activities.

Parishioners are defined as officially registered and participating members of the parish for a period of one year (prior to an inquiry and reserving space), who believes and accepts the teaching of the Catholic Church "especially on essential matters of faith and morals." Parishioners attend Mass on Sundays, receive sacraments regularly, and give personal, public, spiritual, and financial (has donated at least once in each of the last 4 quarters) support to St. Mary of the Knobs Catholic Church.

VII

AFTER EVENT CHECKLIST AND DEPOSIT ADJUSTMENT FORM

EVENT & DATE: _____

CONTACT NAME: _____

FACILITY USED: _____

A) Deposit Forfeited Due to:

Damage to interior:	Theft of:
Damage to exterior:	Key not returned w/in 24 hours
Alcohol served without approval:	Other:

B) Deposit Reduced for the Following: (check all that apply)

- Lights and equipment not turned off (\$50)
- Facility not cleaned and/or trash not removed (\$100)
- Kitchen rules violated (\$50)
- Keys returned late (\$100)
- Rental equipment not returned to proper storage (\$200)

A check for \$ _____ is attached to represent the balance of the deposit on the facility.

WALK THROUGH COMPLETED BY:

SIGNATURE:

DATE:

