

Parish Facilities Scheduling and Use

Purpose

The facilities of Immaculate Conception and Our Lady of Perpetual Help exist primarily to enable the mission of the parish, and provide opportunities for the parish community to gather in prayer, fellowship and formation.

Statement on Stewardship

The facilities of the Parish are the fruits of incredible dedication and commitment by the Immaculate Conception and Our Lady of Perpetual Help communities to the mission to enable all the members of our community to live in accordance with the teachings of Jesus Christ to attain eternal salvation.

Over the last 100+ years our parishes have seen many changes and the churches have grown to now serve over 2000 families from multiple languages and cultures. These changes have brought about need for systems and structures to help promote stewardship and to ensure that the facilities that the community has invested so much time and treasure to building continue to be safe for generations to come.

Proper stewardship of facilities ensures that a greater percentage of the parish's treasure can be directed to funding active evangelization and ministry efforts as opposed to increased maintenance costs. Priorities in scheduling ensure that our priorities as a ministry community are in alignment with our mission and ministry goals.

Ultimately, leaders in the parish community are called to work together to make the best and most proper use of the facilities which we have been entrusted.

Priority of Scheduling

With that said priority of scheduling will be given to:

- Parish wide Sacraments and Sacramental preparation (Mass, Reconciliation, 1st Communion and Confirmation)
- Funerals (these may result in your group being moved to a different meeting space)
- School/Youth Ministry/Faith Formation
- Other Parish Ministries, Commissions and Committees
- Stewardship Parishioners (defined as a person (family) who gives at least 1 hour a month in service to the Church's ministries and who has a stewardship card on file and is making a good faith effort to fulfill that pledge)
- Non-stewardship parishioners
- Non parishioners who are known to the parish, or whose mission is in line with Catholic Teaching and the mission of the parish

The facility will not be rented to for-profit organizations.

To limit scheduling conflicts the following schedule will be followed for reviewing the schedule:

- a. The liturgy commission will have the July-June Liturgy calendar done by the middle of May each year (exception being Confirmation, which is dependent on the Bishop's schedule at the Archdiocese)
- b. Parish Staff will have their schedules for the year submitted by the end of May
- c. Scheduling for other groups will begin in June

In the event a scheduling conflict cannot be resolved with this process the Pastor will make the final determination in coordination with the PAA.

Scheduling

When scheduling an event at Immaculate Conception or Our Lady of Perpetual Help Parishes the following procedures should be followed. No event should be planned or advertised until the scheduling process is complete

- 1) Check with the staff person with oversight over your area. If you are unsure contact the PAA at the parish office.
 - 2) If the event is a fundraiser it must also be approved by the PAA
 - 3) Once the staff person is aware and has given permission, complete the online scheduler form located on the parish website, <http://www.ic-olph.org/parish-calendar>.
 - 4) Complete and sign the usage agreement, obtain either Tulip Insurance or provide certificate of insurance as indicated on the usage agreement
 - a. For parish groups insurance is not required. For groups not directly under the pastor or parish staff, this agreement is required
 - b. For parish groups an agreement will be required to accept responsibility for the facilities and ensure updated contact information
 - c. For parish groups using the parish on a recurring basis this agreement needs to be updated and on file with the scheduler every year. Not returning this form by July 1st of each year will result in your events/ meetings being removed from the parish calendar
- The facilities are not considered booked until all the above are complete*

Conflicts

In the event that a scheduling conflict arises or multiple groups need the same facilities the scheduling conflict will be resolved using the following procedures:

- Determine the appropriate space for the size of group, for example a group 30 in Hensen Hall when a group of 100 needs it, we will find a new room for the group of 30
- If scheduling cannot be resolved and it is further than 90 days from the meeting event, priority will be given in the order listed above.
- In the event a scheduling conflict cannot be resolved with this process the pastor will make the final determination

Responsibilities

Responsibility and Accountability are central tenants of Christian Leadership. Proper stewardship demonstrates consideration and care for the community's assets and ensures that they are there to be utilized by others for years to come. Facilities stewardship is an essential component to properly conducting a ministry event just like ensuring a minister is properly formed in prayer and catechesis, has prepared resources for their event, taken considerations for Safe Environment and Pastoral Care.

Any parish facilities and/or equipment utilized must be returned to its original and serviceable state. It is the responsibility of the ministry leader or staff member scheduling the event to ensure that the proper supervision and protocols are in place to conduct the planned event and return facilities and equipment to a state that is ready for use. Although the ministry leader or staff member may delegate any number of tasks and responsibilities, they are ultimately accountable to the Pastor for the conduct of the event and the stewardship of the facility.

All groups will sign a usage agreement which includes agreement to return the facilities to the best condition possible. This will include

- Cleaning the facility in accordance with the posted checklist
- Locking and securing all doors and windows
- Reporting any damage to the parish office the next business day, unless that damage impacts Sunday liturgy or is a safety or security concern, then it should be reported immediately.

Insurance

All non-parish sponsored group must have insurance while using the facility. Insurance should be in the amount of \$1 million. All parishioners using the facility must also secure \$1 million property insurance. A Certificate of Insurance must be received by the parish office no later than 30 days before the use of the facility begins. Insurance for events and one-time events can be purchased through TULIP (<https://eventus.ajgrms.com/>).

Building Access

Keys may be provided to a limited number of groups and parishioners on a permanent basis. Most parishioners will need to come to the office during office hours on the day of their event (for weekend events on Friday or if arrangements are made Saturdays). Keys must be returned immediately following the event either to the parish office or to the drop box if after hours. If a key is lost the group may be responsible for a re-keying cost.

Building Hours

Facilities are available between 8:30 AM and 10:00 PM. Use outside of these hours must be approved by the PAA or the Facilities Coordinator.

Facility Fees

There will be no charge for the use of worship area for parishioners' religious services (weddings, funerals, etc.), except damage and cleaning deposits to be returned when the facilities are returned in good condition and a wedding coordinator fee which is no-refundable,

and no building use fee will be charged to parish-sponsored groups. However, there will be a rental charge to both parishioners and non-parishioners for the use of the facility for non-parish sponsored activities. There is a standard, refundable security deposit of \$250 (\$500 if alcohol is to be served). This security deposit will be returned in entirety, unless there is damage to the facility or the rented area is not left clean.

Alcoholic Beverage Policy

The service of alcoholic beverages is prohibited during masses, religious services and hours of faith formation or youth ministry. Serving minors is prohibited at all times and will result in the authorities being called. Open, unsupervised serving of alcohol is prohibited at events at which minors are present.

Non Smoking Policy

Smoking is never allowed in any building. Smoking laws of the State of Washington apply including the distance away from building entrances, windows and public access ways.

General Conditions

- 1) Each group and its sponsor are to ensure that proper behavior and conduct are maintained during their use of our facilities
 - a. A competent leader 21 years of age or older must be present at all times
 - b. All youth shall be adequately supervised by adults
 - c. Any person(s) of a group who persists in an activity that is not permitted will be asked to leave the facility
- 2) IC/OLPH reserves the right to have a representative present at any meeting/function held on Church property.
- 3) IC/OLPH will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owners.
- 4) All groups/organizations agree to report and pay for any and all damages to premises. Cleaning fees will be applied if additional cleaning is needed.
- 5) Use of the facilities does not imply endorsement or sponsorship of the event in any way.

I have read the above information and agree to the conditions listed.

Name: _____ Organization: _____

Address: _____ Telephone: (C) _____

Type of Event: _____ Date of Event: _____

Signature of Responsible Party

Date

Signature of Parish Staff with oversight

Date

Approved: _____

Not Approved (reason):

Attachments:

Facility usage agreement

Guidelines for the use of the facility