

St. Gabriel Catholic Parish
Non-Rental Facility's Policy

Updated on 3/19/15

St. Gabriel Parish is pleased to make available for use many of our facilities. However, we do require that any parishioner, person or organization abide by parish policies. This policy helps to create a safe, clean and working environment for all of the various activities for which our facilities are used.

- Any parishioner, non-parishioner, or not-for-profit organization who wishes to use our facilities will not be charged a rental fee if the event is consistent with the mission of the parish and it is open to the public.
- Reservations for our facilities are to be made through our school or parish offices. All reservations are to be made during office hours. Please contact our school/parish office if you wish to make a reservation.
- Before the parish can agree to make its facilities available, the pastor/administrator and the head-of-maintenance must approve the *Non-Rental Facility's Contract*.
- Each reservation that is not a parish/school staff-led event needs one designated person to complete the *Non-Rental Facility's Contract*, thus making someone responsible.
 - The contract will have a beginning and termination date. However, all contracts are voided after 6 months.
 - Parishioners/non-parishioners/organizations using our facilities longer than 6 months, must sign a new contract during school/parish office hours.
- If necessary, there will only ever be one key issued for any event/organization. There will never be multiple keys issued.
 - The key must remain with the contracted person. It may not be given out to anyone else.
 - If a contracted person would like to transfer a key to another person, the contracted person must turn in their key to the school/parish office. The person to whom the key is to be transferred must then sign a contract him/herself in order to pick-up the key.
 - Keys must be turned into the school/parish office on or before the termination date. If the key (and facilities) are still to be used, a new contract must be signed, or the key will be de-activated/confiscated.
- The contracted person is to be the first person to arrive and the last to leave.
- The contracted person is responsible for ensuring:
 - That all used spaces are clean and usable for the next event
 - That any tables/countertops are wiped down
 - That all food/drinks are taken with them. No food or drinks are to be left behind here.
 - No food/drinks are permitted in the school classrooms, the auditorium, or the church.
 - That all used trash cans are emptied and the trash brought out to the dumpster

- That anyone under the age of 18 who is present is picked-up by a parent or another designated/responsible person
- That no person under 21 consumes alcoholic beverages
- That there is no smoking inside our facilities
- If decorations are used, nothing can damage property (no push pins, no ceiling hangs, no removing permanent fixtures, etc)
- That doors are never propped open. The contracted person is responsible for ensuring that only invited guests enter the facility. Or the contracted person may designate another person to ensure that only those authorized are allowed entrance.
- That all lights are off when departing
- That all doors are completely closed and locked when departing
- That no one else is in the building(s) when departing
- Parish meeting room/library specific:
 - That the floor is vacuumed/swept
 - That the kitchen and bathroom are clean and in working order
- Gymnasium/School Cafeteria/Auditorium specific:
 - That the 9th Street entrance is not used
 - That the kitchen is not used
 - That bathrooms are left as they were found
- Any damage done to property while using our facilities will be the sole responsibility of the contracted person and the organization they represent.
- If there are any children present, **ALL** volunteers must have a background check on-file with the parish as well as a *Safe and Sacred* certificate of completion.
- Parish/school events will always have priority in the use of facilities. If a conflict arises, we will do our best to notify the contracted person in advance.

St. Gabriel Parish reserves the right to void any *Non-Rental Facility's Contracts* or agreements without notification of those parishioners, non-parishioners or organizations who are found in violation of this policy. Please help us ensure that our facilities are safe, clean and in working order for all who wish to use them.