

USE OF PARISH FACILITIES

Blessed Sacrament Parish is pleased and proud to be known as a welcoming place. We like to make parish facilities available to as many groups or individuals as we can. Even in the use of the buildings we want to carry out our parish mission *to help everyone recognize and experience the presence of God.*

At the same time, however, we also recognize that good stewardship requires us to manage all our resources (financial, human or facilities), wisely. Just as in any large family, there are sometimes conflicting demands for time, space and attention. Use of parish facilities follows these priorities:

- Parish Groups or Events have top priority
- Affiliated Groups such as Scouts or School Basketball Teams (if space is available)
- Parishioners may use the Social Hall, Gym and Kitchen for family celebrations such as wedding receptions, showers or anniversary parties (if space is available)
- Community Groups such as the Food Pantry Board or Sharing Tree (if space is available)
- The facilities are not available for business meetings or other for-profit groups or basketball teams from other schools (except Saint Brigid's teams)

GENERAL GUIDELINES

To ensure that the facilities are being used properly, several guidelines are in place:

Groups using the facilities may request particular set ups for chairs, tables, and other equipment. Insofar as possible, maintenance staff will honor those requests if they are made in advance (preferably two days) of the event.

Groups should use the room(s) to which they've been assigned. Although a room may be empty at 6:30 p.m., for example, that does not mean the room isn't being used later that evening. Weeknight meetings should end by 9 p.m. and the rooms vacated by 9:30 p.m. so that the evening maintenance worker can finish his work by 10:30 p.m.

No items are allowed to be hung from the ceiling in any room or from the sprinkler heads. Doing so may cause damage to the ceiling or may trigger the sprinkler system.

Groups are expected to clean up after themselves, i.e., leave the room as they found it. Tables and chairs should be left neatly for the maintenance staff to put away. Trash should be put in wastebaskets. Maintenance staff will vacuum or mop floors as needed and will put away any special equipment such as tv's/vcr's.

Safety of Children:

The involvement of our parish in the program Protecting God's Children®, mandated by the United States Conference of Catholic Bishops, has heightened our awareness of the need to assure the safety of children and youth in and around parish facilities.

Accordingly, the following policies are established:

1. Children must be under the direct visual supervision of an adult at all times in parish facilities.
2. If parents bring children to adult meetings, the children must remain in the room with the parent, not in the hallway or in another room.
3. Coaches, scout leaders, or other adults leading meetings for children should plan on arriving 15 minutes early to be present with the children.
4. Parents should not drop off children if the adult leader is not yet present.
5. Upon dismissal, adult leaders should stay with the children until everyone has been picked up. Parents should plan on picking up their children promptly.

Special Equipment:

Special equipment such as tv/vcr, overhead projector, or microphone must be requested ahead of time. The number of tv's/vcr's is limited and they are used frequently by many groups. Some sophisticated equipment is **not** available for general use. This includes all computer workstations, the laptop computer, digital copier, high-speed duplicator, and digital projectors.

Refreshments:

Each group is expected to make its own coffee and supply its own snacks. Groups may use parish coffee supplies, including sugar, creamer and cups. Maintenance staff or office professionals can show groups where the coffee pots and supplies are kept but are not responsible for setting them up. The parish does not generally supply snacks for meetings. Groups should clean up after themselves (including wiping off tables and counters if necessary) and return the coffee pots and unused supplies to their storage area. Each group should make arrangements to dispose of leftover food. Often, Shelterhouse or The Open Door can use leftover items. If food is to be used by another group, items should be marked "For ____" and dated. If non-perishable food is to be consumed by staff the next day, it may be left on the table in the Agape Room or on the counter in the kitchenette. Maintenance and office staff are not responsible for disposing of leftover food.

Employee Work Space:

All parishioners and visitors are asked to respect employees' work spaces by not using them when the staff member is not present. Materials and supplies may not be "borrowed" from these work spaces. A limited supply of small desk items (staplers, tape, scissors, pens, and markers) will be available. Please inquire at the hospitality desk. The area behind the hospitality desk is restricted to employees and trained volunteer receptionists.

Children in the office areas:

Parishioners are asked to remember that, while children are welcome in the office areas, they should not be left unattended. The toys which are kept in the Faith Formation area are intended for those children whose parents are meeting with Faith Formation staff members.

Copies:

Office professionals or trained office volunteers will supply copies of materials for established parish groups. Because the copy equipment is rather temperamental and at times difficult to use, only office professionals and the trained volunteers should use it. Requests should be made in advance of the event, keeping in mind the complexity and quantity of the copies to be made. The more complex the job or the greater the number of copies required, the more time is needed. It is not always possible for copies to be processed on the same day that the request is made. Copies are made during regular office hours (8:30 a.m.-4:30 p.m. Monday through Friday). Evening and Saturday receptionists can make only a very limited (no more than five) copies on an emergency basis. They do not have access to the equipment used for larger quantities. Requests for copies should be made with the appropriate office professional. Copies can be left in the pick-up box at the hospitality desk for after office hours pick-up. Groups whose primary affiliation is with an outside organization (e.g., scouts) should supply their own copies.

Using Copyrighted Materials:

All groups are asked to honor the laws governing copyrighted materials. Permission must be obtained to use music (even if only the words are used) and other printed materials which are copyrighted. Office professionals and office volunteers are not permitted to make copies of materials that do not have the appropriate copyright information included. All songs in the parish hymnal cannot be reproduced.

Laminating:

Office professionals and trained office volunteers will laminate materials for parish groups. Requests should be made in advance and work will be done during regular office hours. Only those people trained in the use of the laminating machine are permitted to use it.

Supplies:

Groups may request in advance supplies, such as name tags, pens, paper, which are normally kept on hand. Craft supplies are maintained by the School and Faith Formation Office for their classes or on-going groups such as Scripture Study. Other groups are expected to bring their own supplies with them. Requests for supplies should be made to the appropriate office professional during regular office hours. Arrangements can be made for picking up the items. Supplies are in each room in the bin marked "GENERAL".

Information:

Office professionals, at the direction of their supervisors, may provide lists or labels for parish groups if the information is available. Requests should be made to the appropriate staff member well in advance of the need for the information. Some information may be distributed to families through the School or Faith Formation "backpack mail system". Again, requests should be made to the appropriate staff member well in advance.

Access to Phones:

A phone which may be used for local calls is on the counter at the hospitality desk. The main phone system may be used only by employees and trained volunteer receptionists.

Access to Classrooms:

After school has been dismissed, students and parents must request access to the classrooms from either the School Principal or the School Office Professional. Other personnel do not have access to the classrooms.

Sports Equipment:

Requests to use sports equipment, or for the key to the sports equipment closet, should be made to the Principal.