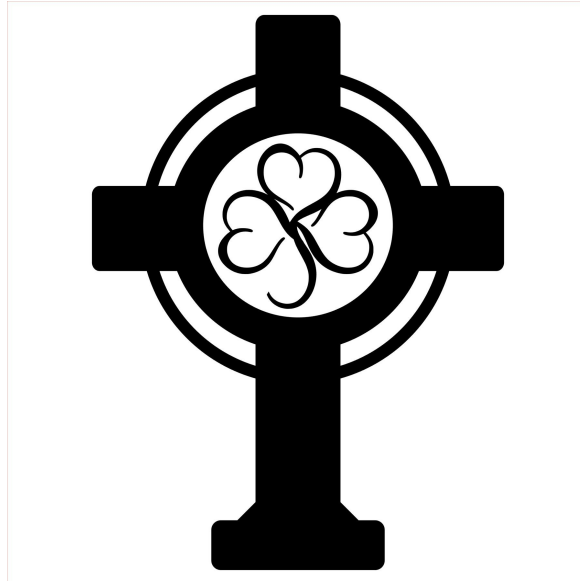


St. Patrick Parish

Facility Use Guidelines



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Introduction

Our parish has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to ensure that:

- Users exercise proper care and safety when using the facility
- Such facilities are properly protected against loss or misuse
- Wise stewardship is being expressed through energy conservation, cost reductions, safety measures, and thorough clean-up of facilities after use

Mission Statement

The Mission of St. Patrick Catholic church is to walk with Jesus and us as a family striving for holiness.

Ethics In Ministry Compliance

EIM compliance is required of all clergy, religious, seminarians, diocesan employees, parish and Catholic school employees, and adult laypersons who volunteer in ministry with minors or vulnerable adults; or in any Committee, Organization or Ministry that serves youth or vulnerable adults in any manner, or functions at a time and place where they are typically present. At Saint Patrick, we take this commitment seriously and require Ethics in Ministry compliance for all our Committee, Organization and/or Ministries.

Statement of Policy

Saint Patrick does not rent out facilities or equipment to the general public. At times, Saint Patrick will make spaces available to worthy organizations whose activities are in keeping with the mission of the parish and may benefit the spiritual growth of Saint Patrick parishioners or the local community. Currently active, contributing members of the parish may also have access to the available rooms for private events, provided they adhere to the terms established in the Parishioner Facility Use Agreement.

The designated spaces are: Classrooms A, B and C, the kitchen and the Nave. The availability of these spaces is determined by the priority list in the next section. Because of the growing needs of the Saint Patrick ministries and the commitment to support the

Saint Patrick mission, the requests for the use of facilities will be decided on a case-by-case basis.

A fee will be charged to recoup expenses. In addition, private parishioner events **MUST** purchase the one-time, 24-hour Special Events Insurance as stipulated by Saint Patrick's insurance provider, the Diocese of Austin.

No alcohol is allowed to be served or consumed **EXCEPT** for parish-sponsored events.

In order to ensure adherence to the Saint Patrick agreement and for the proper care of the parish facilities, there must be an Event Sponsor who will be present during the entire time of the event. See the Event Sponsor section below.

Priority for use of the Facilities

Priority for the use of the facilities shall be given to parish staff and organized groups that are part of the Committees, Organizations and Ministries, or sponsored by St. Patrick as follows:

- 1st Priority- Parish at large (Mass, funerals, faith formation, picnic, etc.)
- 2nd Priority- Pastoral Staff (Finance and Pastoral Council meetings, etc)
- 3rd Priority- Outside organizations whose activities are in keeping with the mission of the parish and may benefit the spiritual growth of our parishioners or the local community.
- 4th Priority- Currently active, contributing parishioners (private use)

Facility Requests

Requests for space for recurring programs and meetings (staff or outside organizations) should be scheduled on an annual basis, whenever possible.

Requests from staff and Committee, Organization or Ministry leaders for one-time/special meetings will be scheduled throughout the year.

Facility use requests are evaluated and approved through the Parish Office. Since approval is given on a case-by-case basis, it is best to call the Parish Office @ 512-759-3712 so all pertinent information can be discussed.

Event/Ministry Sponsor

The event sponsor is the individual assigned by a group or Committee, Organization or Ministry using parish facilities, who accepts responsibility for adhering to the Facilities Use Agreement. The event sponsor is not a staff member. If a staff member is present for the entire event, it is a parish/staff sponsored event. Depending on the number of people that will be attending and the length of time for the event, the parish may ask for more than one event sponsor.

Requirements of the Event Sponsor include the following:

- Parishioner at least 21 years old
- Present throughout the entire event from set-up through clean-up
- Responsible for and capable of abiding by guidelines established in this document and returning facilities to their original condition
- Is Ethics In Ministry compliant through the Diocese of Austin

Kitchen Guidelines

All food items in the refrigerators, cupboards and pantries are property of St. Patrick Parish and not for general use. Paper products are only provided for parish or C.O.M. meetings and events.

Upon conclusion of your event:

- Please dispose of all leftovers. Do not leave any items in the refrigerator without staff consent.
- All equipment or appliances used must be returned to the proper place.
- Wash all dishes, utensils, and containers and return to the proper storage area.
- Turn off the stove and all other appliances.
- Wash off counters.
- Clean sinks of all debris.
- Sweep floor, if necessary
- Remove all trash to outside dumpsters.
- Turn off lights when you leave.

Used towels/dish cloths must be put into the bin by the door.

Building Access:

Call the parish office during office hours the day before the event for building access instructions. Anyone wishing to gain access to our campus must be Ethic in Ministry compliant through the Diocese of Austin.

Normal operational hours for the use of parish facilities are between 7am and 10pm. Please note that all set up and clean up should be completed within these hours as the alarms arm automatically on a schedule. Any use outside these hours must be approved by the parish office in advance.

Room Description and Requested Donation

Rooms	Capacity	Donation	Deposit
Classroom A	25	\$100 up to 2 hrs.	\$100
Classroom B	25	\$100 up to 2 hrs.	\$100
Classroom C	25	\$100 up to 2 hrs.	\$100
Classroom ABC (partitions removed)	75	\$300 up to 2 hrs.	\$100
Classroom C with Kitchen	25	\$150 up to 2 hrs.	\$100
Nave	600	\$600 up to 2 hrs.	\$300
Chapel (liturgical use only)	25	\$150 up to 2 hrs.	\$100

General Use Guidelines

Saint Patrick has a wide range of Committees, Organizations and Ministries utilizing the facility. It is essential for everyone to realize and respect that many individuals/groups use the facilities before and after a specific event. To make all events enjoyable and non-chaotic, please adhere to the following guidelines:

- Ethics in Ministry compliance through the Diocese of Austin is essential for all activities on the campus of Saint Patrick.
- All persons utilizing the facility are expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.

- Activities and programs are limited to the space that is assigned.
- Smoking is not permitted anywhere on the parish campus.
- Dining or serving of food is limited to pre-approved designated areas. All areas must be cleaned at the end of the event.
- Serving alcoholic beverages is limited to parish-sponsored, adult-only events.
- The user is expected to leave the building clean and in the same condition it was in prior to the event. All items associated with the event must be removed immediately following the event. No use of glitter, staples, tape, glue or tacks will be permitted.
- Tables, chairs, and any equipment used must be returned to their original position/location after use.
- Furniture and equipment owned by the parish are to be exclusively at St. Patrick Parish and may not be removed from the premises.
- Use of A/V equipment is only available through prior arrangement for a separate fee.
- Younger children in attendance for sponsored events must be under the supervision of their parents or adults at all times and are not permitted to roam freely on parish property. Children under the age of 18 should be accompanied by a parent or guardian unless they are participating in a program led by Ethics In Ministry certified adults. Recognizing there may be times when older children may be present for activities related to their involvement in ministries or other parish life activities, trips to the bathroom, especially for younger children, should be with a parent or legal guardian.
- The following items are not allowed in or on the Saint Patrick parish campus:
 - Weapons
 - Controlled substances/drugs
 - Anything that would distract from Christian atmosphere